

[(IP)] Director

User's Manual - PART 2 - Version 4.3 - October 2007

Video Production Management Software



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Document History

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Sep. - 2007	Anne Delbruyère	4.3.A	Initial draft version

About this Manual

This manual is intended to cover all aspects of IP Director. It should be seen as a reference guide that provides a detailed description on the various modules of IP Director, as well as procedural information on how to work with the IP Director system.

The user manual for IP Director Version 4.3 is divided into 4 parts:

PART 1: INTRODUCTION

The first part contains the following chapters:

Chapter	Description
Introduction	This chapter gives an overview on the product and describes the components of the IP Director suite.
IP Director Main Window	This chapter details the various areas in the IP Director main window, i.e. the window that opens when IP Director is started.
Channel Explorer	This chapter describes the Channel Explorer, i.e. the module that provides an overview on the components of the XNet network. It allows the users, among others, to take control of one or several channels from different XT servers connected on the XNet.

PART 2: LOGGING AND BROWSING

The second part contains the following chapters:

Chapter	Description
IP Logger	This chapter provides information on the IP Logger module, which is used to create logs that relate to recorded events with timecodes, camera angles, clip numbers and metadata.
Keyword Management	This chapter covers the management of keywords, i.e. the creation and setup of the various tools which allow the users to

Chapter	Description
	assign keywords to logs or clips in a unified manner. Assigning keywords to logs and clips make it possible to search on the video material stored on the XNet network and easily find it back.
Database Explorer	This chapter explains the Database Explorer module, which has been designed to allow the users to organize and search all media and data available within the XNet network.
Mini Database Explorer	This chapter explains the Mini Database Explorer, i.e. a compact version of the Database Explorer integrated into the Play-List Editor module and the Clip Editor module.

PART 3: INGEST AND PLAY-OUT

The third part contains the following chapters:

Chapter	Description
Recorder Panel	This chapter provides information on the Recorder Panel, i.e. the module used to control the recorder channels of an XT Server.
Ingest Scheduler	This chapter covers the Ingest Scheduler module that allows for clips to be automatically made on any channel under the IP Director control at a time scheduled in advance.
VTR Control Panel	This chapter describes the VTR Control Panel module that allows the users to control a VTR from IP Director and to extract clips from a tape to an XT Server.
Player Control Panel	This chapter explains in details the Player Control Panel, i.e. the module used to control player channels of an XT server and to make clips and simple play-lists.
Fill & Key	This chapter explains the Fill & Key function in IP Director, which make it possible to gang channels of the XT Server together in a Fill and Key relationship to allow the operator to perform synchronised clip recalls in a Fill & Key scenario.

Chapter	Description
Play-List Editor	This chapter describes the Play-List Editor module that allows complex play-lists to be made, modified and played to air using an efficient workflow.

PART 4: SYSTEM MANAGEMENT AND TROUBLESHOOTING

Chapter	Description
System Management	<p>This chapter contains a description of overall system settings:</p> <ul style="list-style-type: none">• shortcut definitions• ShuttlePRO configuration and button layout
Troubleshooting	This chapter contains descriptions on the problems you could encounter when configuring the system. It gives all the checks which must be performed to solve the problems.

1.IP Logger

1.1 INTRODUCTION

IP Logger can be used to create a log which relates events with timecodes, camera angles, clip numbers and metadata in a fast and efficient way. In this way, IP Logger does not interfere with, but compliments a live production, while also producing invaluable data for use of the material during or after the event.

Once the live event is over, the log can be refined as necessary because IP Logger can be used to add events to a log at any time on any recorded media declared relevant. It will associate any clips then found on the XNet network with the log.

Also a previously recorded feed can be reviewed and a log post produced, as the clip association data is always updated whenever a new event is recorded in an active log

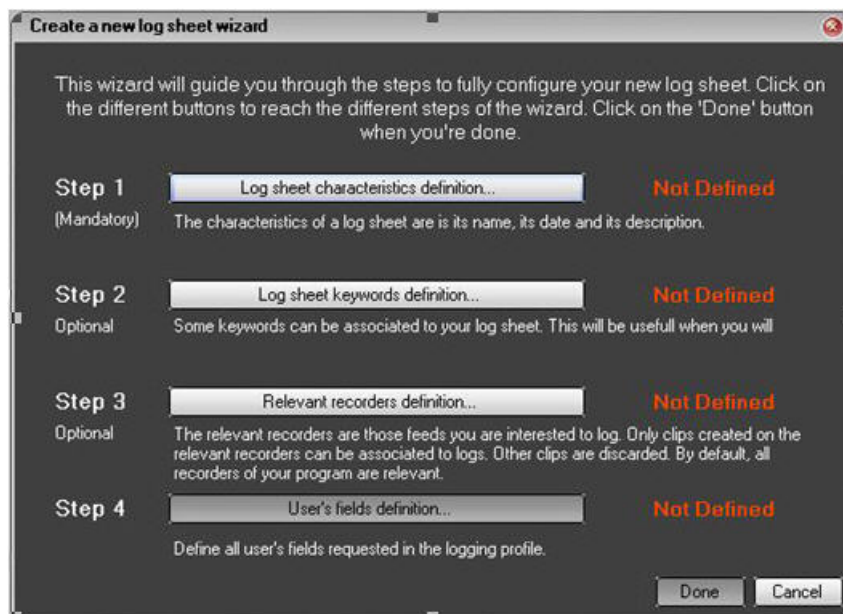
1.2 CREATING A LOG SHEET WITH IP LOGGER

When creating a new empty log sheet for an event, the user first needs to define the parameters of the log.

To do this, they follow a 4-step procedure using the Create a New Log Sheet wizard. The procedure consists of the following steps:

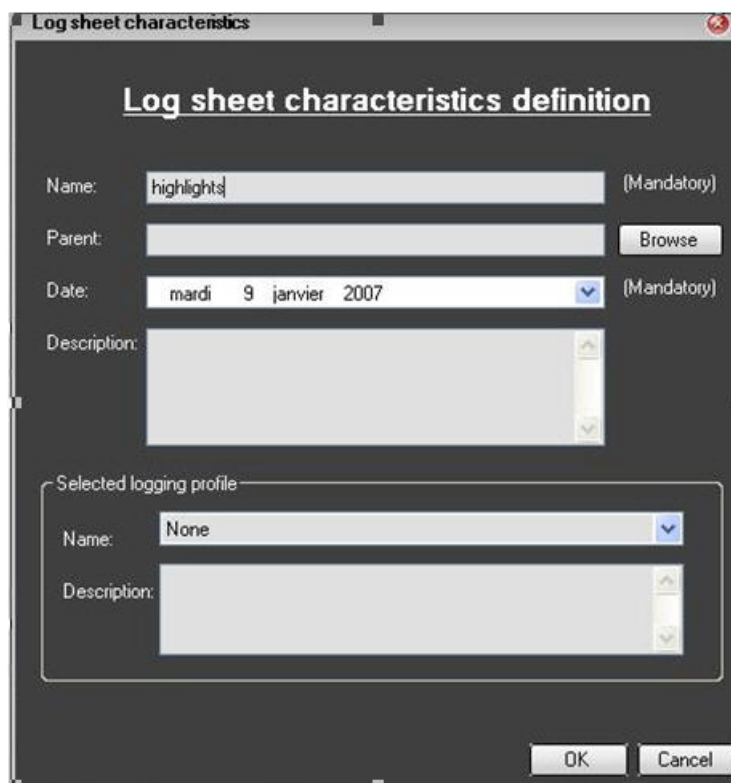
- Defining the log sheet characteristics
- Defining the log sheet keywords
- Defining the relevant recorders
- Defining the user's fields

To start the New Log Sheet wizard, click the File > New Log Sheet menu:



Each step is concisely described on screen to assist in defining the characteristics of the log sheet. The user accesses the window specific to the step by clicking the corresponding button.

1.2.1 STEP 1: DEFINING THE LOG SHEET CHARACTERISTICS



The Log Sheet Characteristics window contains the fields described in the table below:

GENERAL LOG SHEET INFORMATION

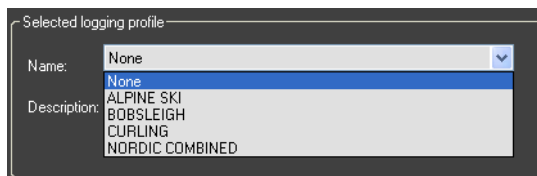
Option	Description
Name	Name of the log sheet. This is a mandatory field.
Parent	<p>Name of the folder in which the log sheet is to be filed in the tree structure of the Database Explorer.</p> <p>Browsing in this field displays the folders already created in the Logs section of the Database Explorer, allowing the users to select the requested folder.</p>
Date	Date when the log sheet is created or date of the logged event. This is a mandatory field.
Description	Description that will only appear in this window. This is optional.
Automatically Export Logs to 3 rd Party	<p>Check box to be selected to generate an .xml file of the log sheet each time it is modified (new log element, relevant recorders modified, etc.). The IP Scheduler service will create the .xml file and send it to a dedicated folder.</p> <p>The option availability depends on the configuration defined in the Configure > Log Export menu of the Remote Installer. More precisely, it depends on the Automatically Export All New Logs option and the definition of a dedicated folder for export. See Technical Reference manual for more information.</p>

LOGGING PROFILE INFORMATION

A logging profile is a file generated to enable specific user fields to be added to a log sheet or “automatic keywords” to be managed in log elements on a log sheet.

Initially, the logging profiles must be created outside the IP Director interface as an .xml file. In a later release they will be created from within IP Director. See section 1.4.5 “How to Import a Logging Profile”, on page 14 for details on the import.

A list of all imported logging profiles will be shown in the Name drop-down list:

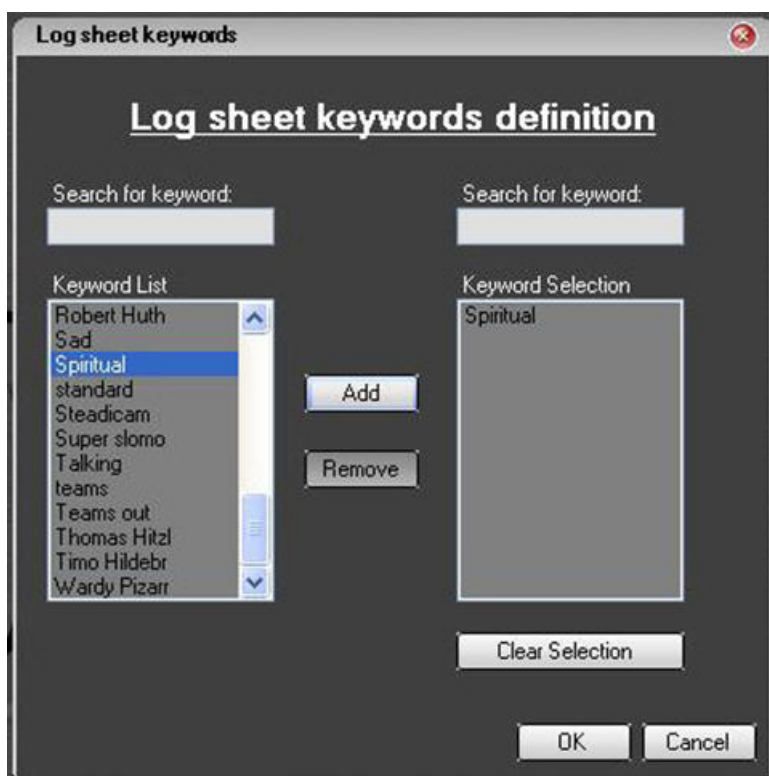


1.2.2 STEP 2: DEFINING THE LOG SHEET KEYWORDS

The Log Sheet Keywords window opens when you click the button beside the Step 2 indication.

A list of all keywords available in the IP Director database is displayed in the Keyword List box. By associating any of these with the log sheet, each event logged will have these as an additional set of keywords.

The keywords associated to the log in this way are called “parent keywords” as they are defined at the log sheet level, valid for all log elements in the log sheet.



When performing a search of the database, for example if a team name is added here, any database search with that team name will include all items from this log sheet. Any parent keywords used must therefore have relevance for all events in the log sheet.

FIELDS IN THE LOG SHEET KEYWORD DEFINITION WINDOW

The following table describes the fields available in the Log Sheet Keyword Definition window:

Field	Description
Search for Keyword (left)	Allows the user to search for a keyword in the Keyword List box. Type the beginning of the keyword searched for and the first keyword matching the search criteria will be highlighted.
Keyword List	Displays all the keywords available in the IP Director database.
Search for Keyword (right)	Allows the user to search for a keyword in the Keyword Selection box. Type the beginning of the keyword searched for and the first keyword matching the search criteria will be highlighted.
Keyword Selection	Displays the keywords that have been associated with the log sheet and that are automatically assigned to all log elements of the log sheet.
Add	Button to add the parent keywords selected in the Keyword List box to the Keyword Selection box.
Remove	Button to remove the selected parent keywords from the Keyword Selection box.
Clear Selection	Button to clear all the keywords in the Keyword Selection box.
OK	Button to confirm the modifications in keyword assignment.
Cancel	Button to cancel the modifications in keyword assignment.

HOW TO ASSOCIATE PARENT KEYWORDS TO A LOG SHEET

To associate parent keywords to the log sheet, proceed as follows:

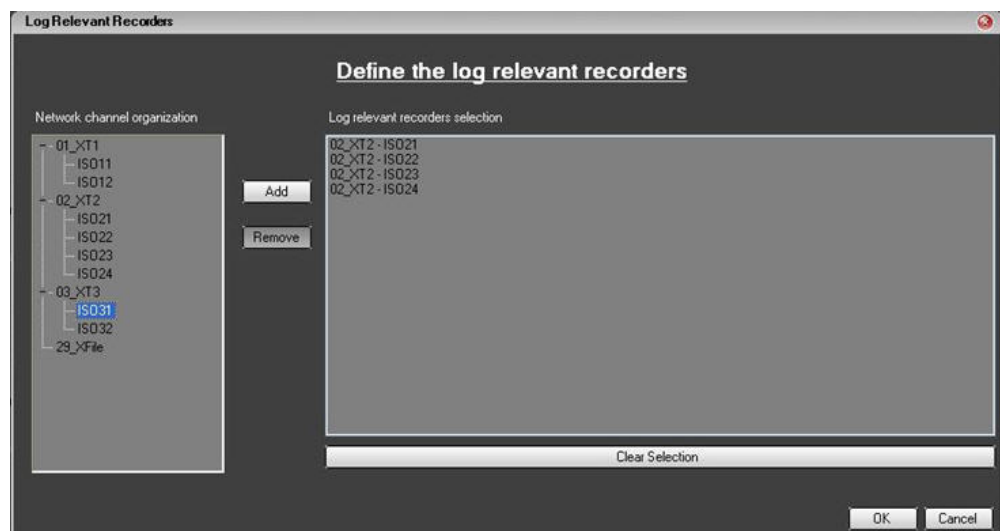
1. In the Keyword List box, select the keywords that you want to add to the log sheet using CTRL (+SHIFT) for multiple selection.
2. Click the Add button.
The keywords selected in the Keyword List box are added to the Keyword Selection box.
3. Click the OK button.

This validates the keyword selection and applies it to the log sheet:

- These parent keywords will automatically be assigned to the new log elements created in the log sheet.
- The modification in the parent keywords will be reflected in possible existing log elements in the log sheet.

1.2.3 STEP 3: DEFINING THE RELEVANT RECORDERS

Each record channel on any XT server within the XNet can be defined as a relevant source to have log information associated with it. Similarly, a channel recording a source not relevant to the current log sheet should be excluded from the list.



DEFINING A PREVIEW RECORDER

The preview recorder definition is used to provide the timecode displayed in the LIVE area of the log sheet. It will also be the angle selected when the operator double-clicks on an event in a log that loads to an associated channel for viewing.

To define a preview recorder, right-click the requested recorder in the **Log Relevant Recorders Selection** field and select **Preview Recorder** from the contextual menu.



Note

The preview recorder **MUST** be assigned to a record channel that is managed with a RS422 link to the XT server the channel is on. If not, the log sheet will **NOT** function correctly, and no LIVE timecode will be displayed.

1.2.4 STEP 4: DEFINING THE USER'S FIELDS

This step allows the users to define all the user's fields that are requested in the selected logging profile. If no logging profile has been defined in step 1 or if no user field section has been defined in the logging profile, this area will remain dimmed and inaccessible.

If a logging profile has been selected, then more information can be added to the log using the user's field definitions available in the wizard.

The information specified in the User's Field Definition window will be found in the log entries as additional columns.



User's fields definition

Define the user's fields you want to have in your log sheet (at least one).

Sub title
Sub Title

Total tape number
123456789

Logger ID
VTR LOGGER 1

Logging station
Logging Station 1

Tape format
DVCPRO

TV standard
PAL

Recording Location
IBC

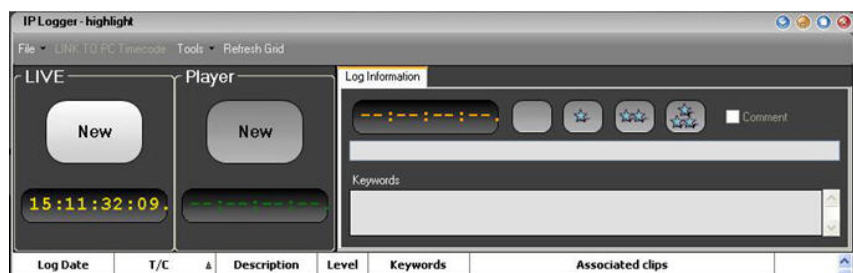
Organisation
Torino 2006 Winter Olympic Games

Venue
Pragelato

OK Cancel

1.2.5 LOG SHEET READY FOR USE

When the wizard has been completed it will show its name and a running timecode in yellow in the LIVE area.



Note

If running timecode is not displayed in the LIVE area, it means the preview recorder is located on a server with no RS-422 connection to the IP Director network.

1.3 USING KEYWORDS WITH LOGS

Three types of keywords can be assigned to a log element in a log sheet:

1.3.1 PARENT KEYWORDS

Definition

The parent keywords are defined when the users create the log sheet, in the step 2 of the Log Sheet wizard (i.e. in the Log Sheet Keyword Definition window).

Assignment

The parent keywords are automatically assigned to all log entries of a log sheet.

Modification

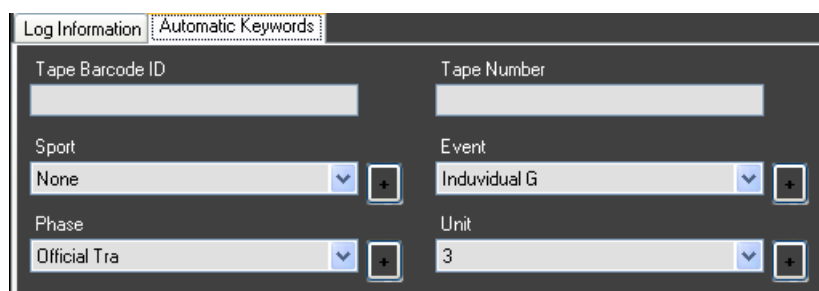
If you want to modify the parent keywords, you need to access the Log Sheet Keyword Definition window via the menu File > Properties. The parent keywords modified in this window will automatically be modified in all log entries of the log sheet.

For more information, see section 1.2.2 “Step 2: Defining the Log Sheet Keywords”, on page 4.

1.3.2 AUTOMATIC KEYWORDS

Definition

A logging profile can contain a definition of “automatic keywords” to be used on a log sheet. If such a definition has been made, the log sheet will contain an Automatic Keywords tab window next to the Log Information tab:



The screenshot shows a software window with two tabs: "Log Information" and "Automatic Keywords". The "Automatic Keywords" tab is active. It contains several input fields and dropdown menus arranged in two columns. The left column has "Tape Barcode ID" (text input), "Sport" (dropdown menu with "None" selected), and "Phase" (dropdown menu with "Official Tra" selected). The right column has "Tape Number" (text input), "Event" (dropdown menu with "Individual G" selected), and "Unit" (dropdown menu with "3" selected). Each dropdown menu has a small "+" button next to it.

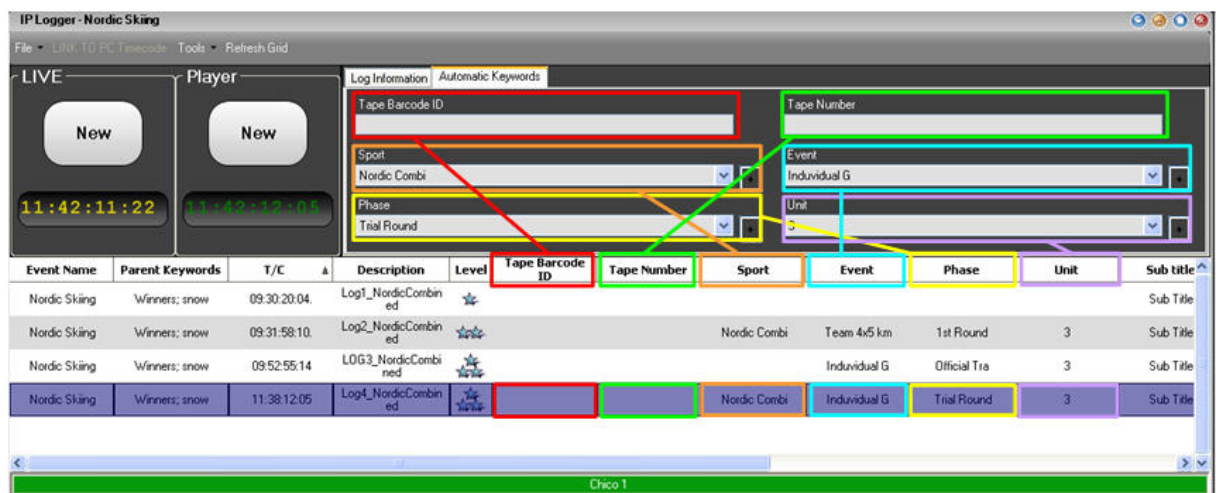
Each automatic keyword tag defined in a logging profile appears on the Automatic Keywords tab as a text field or as a drop-down list, depending on the field definition in the logging profile.

Assignment

The automatic keywords allow the users to assign keywords to log entries in a log sheet. This is especially useful when tracking the pitcher in a baseball game, or a period of action in a sports event, or program part of an entertainment event.

As soon as automatic keywords have been defined in the logging profile associated with the log sheet, the automatic keywords will be added to all log entries of the log sheet with the value defined in the Automatic Keywords tab.

Each field in the Automatic Keyword tab will be added to any new log entry as a column in the log sheet. The field value in the Automatic Keywords tab will be added as a keyword in the given column on the log entries created in the log sheet.



Automatic keywords function like a “sticky keyword” that will persist through all new log entries made until the automatic keyword is changed in the Automatic Keywords tab.

Modification

To add a word to an automatic keyword drop-down list, you simply need to click on the + button next to the appropriate drop-down list in the Automatic Keywords tab. The following window will appear:

1.3.3 LOG ENTRY SPECIFIC KEYWORDS

Definition

It is possible to assign keywords to individual log entries. To do so it is necessary to have previously set up and named one or more keyword grids for use with the log sheet. Once set up, as many keyword grids can be used with a log as required.

Assignment

The log entry specific keywords can be assigned to each individual log entry when it is created or edited. They are selected with a mouse or with a keyboard shortcut from a keyword grid or dictionary.

The normal keywords in the Keyword Grid or Keyword Dictionary are added in the Keywords column within the log sheet.

The keywords defined as “participants” in the Keyword Grid or Keyword Dictionary, are added in an individual column, i.e. the Participants column, within the log sheet.

Modification

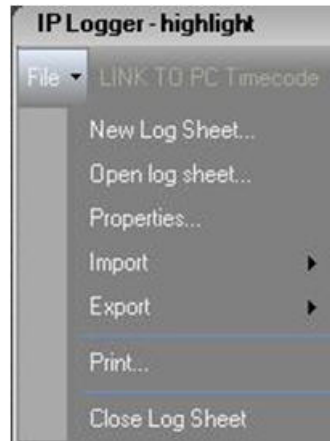
If users perform any modification or deletion of a keyword used in a log sheet from the keyword management tools, it will be reflected in the log sheet.



Note

For more detail on how to create keyword grids please refer to the Keyword Management section in the manual.

1.4 IP LOGGER FILE MENU



1.4.1 OPENING AN EXISTING LOG SHEET

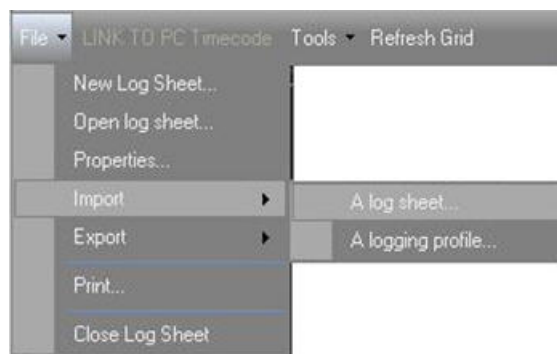
To open an existing log sheet, select the File > Open Log Sheet menu in IP Logger.

1.4.2 UPDATING THE LOG SHEET ATTRIBUTES

To update the information entered in the Log Sheet wizard, select the File > Properties menu. Select the relevant area of the wizard and make the changes.

1.4.3 IMPORTING AN EXISTING LOG SHEET

If a log sheet has been made on another unconnected IP Director workstation in a separate location (for example at a sporting venue) and the log sheet is to be used within a different system, (for example in a post production area), it can be imported using the Import command in File menu in IP Logger



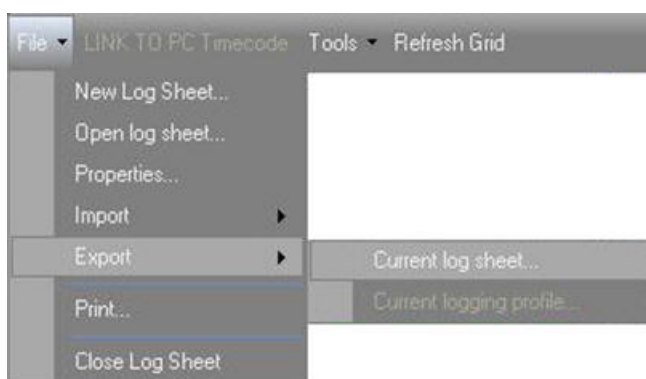


Note

Once the media has been restored or published on the XNet network, it will be automatically associated with the imported log sheet. The log sheet must be imported after the media has been restored or published.

1.4.4 EXPORTING AN EXISTING LOG SHEET

If a log sheet is to be used within a different system, it can be exported using the Export command in File Menu in IP Logger.



The log sheet can be exported in 2 different formats: XML or CSV.

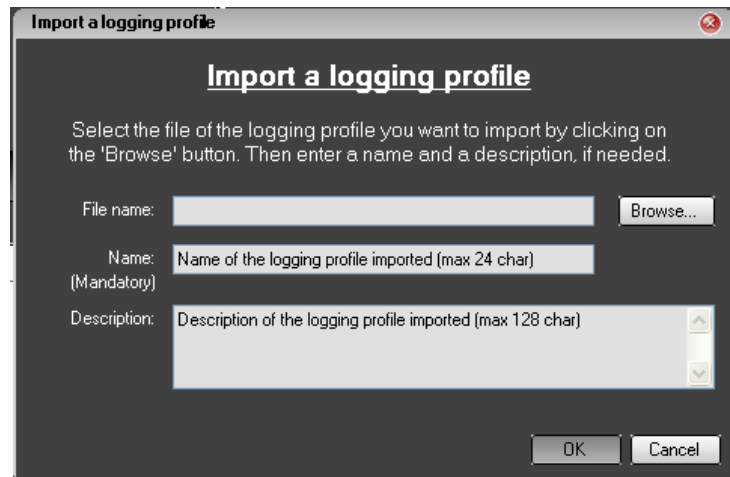
- XML files can be re-imported into another IP Director workstation at a different location.
- CSV files can be re-imported into software such as Microsoft Excel ® to produce a printout.

1.4.5 HOW TO IMPORT A LOGGING PROFILE

To import a logging file, proceed as follows:

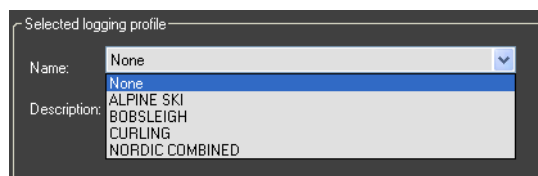
1. Select the menu File > Import > A logging profile from the IP Logger application.

The Import a Logging Profile window opens:



2. Click the Browse button next to the File Name field and browse for the location of the logging profile.
3. Specify a name and a description for the profile in the Name and Description fields.
4. Click the OK button.

The logging profile is imported into IP Director. It is now available in step 1 of the wizard when you create a new log sheet:



1.4.6 XML LOGGING PROFILE

The IP Logger has an optional method for incorporating user fields and automatic keywords into log sheets. To manage which data should be used in a log sheet being created, an XML file is imported into the system.

The XML schema is separated into three parts:

- Header
- User Fields
- Automatic Keywords

Header	Information about the Logging Profile
Name	To be used to select which profile will be used for log sheet
Description	To add more detail when selecting a profile for log sheets
User Fields	Data entered when defining a new log sheet (required fields for new log sheets)
Header	Name of User Field
Type	TEXT or COMBO
Automatic Keywords	Fields to appear as 'Sticky Keywords' in the Logger window
Header	Name of User Field
Type	TEXT or COMBO
Value	Used when a combo box is used to predetermine field in the combo box

An example of an XML Profile is shown below:

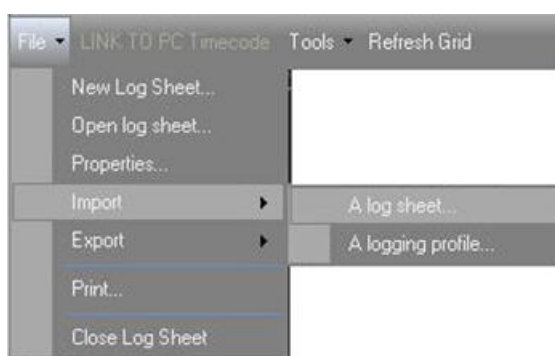
```
<?xml version="1.0" encoding="iso-8859-1"?>
<logging_profile>
  <header>
    <name>US Open Tennis - CBS</name>
    <description> Logging Profile for the US Open Tennis
  </description>
  </header>
  <user_fields>
    <user_field>
      <header>Logger Name</header>
      <type>TEXT</type>
    </user_field>
    <user_field>
      <header>Court</header>
      <type>COMBO</type>
      <values>
        <value>COURT 1</value>
        <value>COURT 2</value>
        <value>COURT 3</value>
        <value>COURT 10</value>
        <value>COURT 11</value>
      </values>
    </user_field>
  </user_fields>
  <automatic_keywords>
    <automatic_keyword>
      <header>GAME</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>SET</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>MATCH</header>
      <type>COMBO</type>
    </automatic_keyword>
    <automatic_keyword>
      <header>SERVING</header>
      <type>COMBO</type>
    </automatic_keyword>
  </automatic_keywords>
</logging_profile>
```

Once imported to the IP Director database, the profile will remain available for all new log sheets being created.

Logging profiles must also be exported with the log sheets when exporting to ensure the correct formatting is maintained when a log sheet is re-imported later.

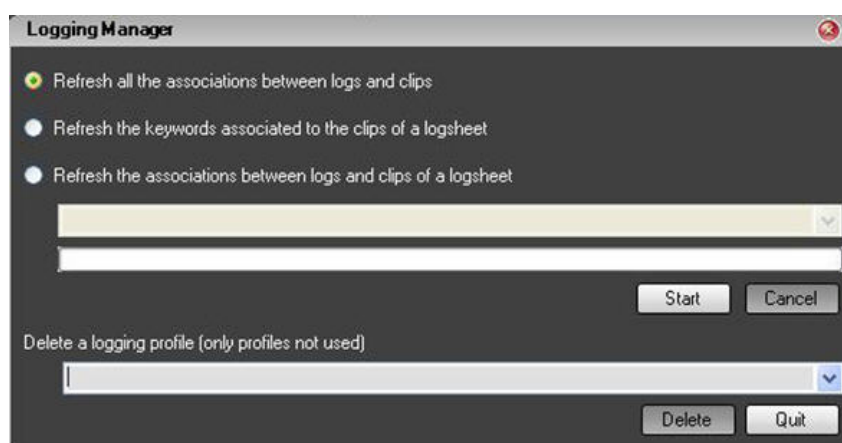
1.4.7 EXPORTING A CURRENT LOGGING PROFILE

In a later release, the logging profiles will be created from within IP Director. To export the currently used logging profile as an .XML file, use the File > Export > Current Logging Profile menu.



1.4.8 HOW TO DELETE A LOGGING PROFILE

A logging profile can be deleted from Logging Manager window. It is available from the Tools > Logging Manager in the main menu bar. If a logging profile is used in a log sheet that has at least one log, it cannot be deleted and will not appear in the list.



1.4.9 HOW TO PRINT A LOG SHEET

To print a Log sheet, proceed as follows:

1. Load the log sheet via the File > Open Log Sheet menu
2. Open the Print Log Sheet window via the File > Print menu
3. Define the print options.
For more information on the Print options, refer to the section 1.4.10 'Print Log Sheet Window', on page 18.
4. Select the Print button.

The log sheet is printed on the default printer.

1.4.10 PRINT LOG SHEET WINDOW

The Print Log Sheet window is called from the File > Print menu. It makes it possible to define layout and print settings to specify how the log sheet should be printed.

The log sheet table is not automatically adapted for the printout. The printout reflects what is displayed on the screen. This implies the following:

- The column width may have to be adapted on the screen.
- The column position may have to be modified by drag-and-dropping the column heading to the requested position in the table.
- The columns which are not requested in the printout should be hidden via the Tools > Organize menu
- If the value in a cell is displayed on two lines, only the first line will be printed. The column width should be adapted to have only one line per record.

The following table describes the various print settings available:

Option	Description	Default
Layout Properties		
Log sheet fields repeated for every log	When this radio button is selected, the fields specified in the log sheet header are repeated in each log record. This setting excludes the second radio button	Selected
Log sheet	When this radio button is selected,	Not

Option	Description	Default
fields only appear in the header of the page	the fields specified in the log sheet header are not repeated in each log record. They are only specified in the log sheet header. This setting excludes the first radio button.	Selected
Print header on every page	When this check box is selected, the log sheet header is printed on every page. When this check box is not selected, the log sheet header is printed only on the first page.	Not selected
Print column header on every page	When this check box is selected, the column header is printed on every page. When this check box is not selected, the column header is only printed on the first page of the document.	Selected
Print grid	When this check box is selected, the grid around the cells is displayed. Otherwise, it is not.	Selected
Print new page for each ...	When this check box is selected, the user can select a field in the drop-down list box to start a new page in the printout when the given field has a new value. If a field in the log sheet specifies the sport name in an athletic event, for example, you can specify to have a new page started in the printout each time a new sport is specified in this field.	Not selected

Print Properties

Margins	Specifies the top, left, right and bottom margin on the printed output.	0
Comment Line	Specifies the number of lines to be added for comments after each log record.	0
Font Size	Specifies the font size to be used in the printout.	8
Orientation	Specifies the page orientation, landscape or portrait, to be used in the printout.	Landscape

1.5 IP LOGGER TOOLS MENU

1.5.1 PROTECT ALL MEDIA ASSOCIATED TO LOGS

Using the Protect All Media Associated to Logs command from the Tools menu, the users ensure that all events logged are within a clip on the relevant records. This will protect all media associated to the entire log sheet.

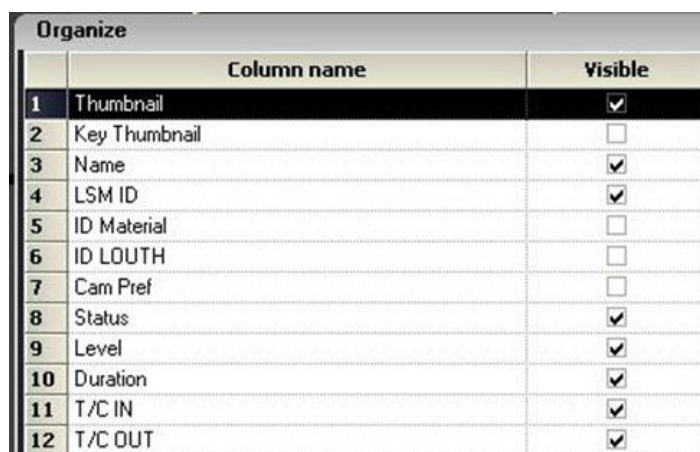
Therefore clips can be made on all relevant recorders to include the first event timecode (first log) and the last event timecode (last log) on the relevant recorder trains. It will then be possible to keep access to all relevant recorders A/V data for as long as required after the event.

1.5.2 CLIP ASSOCIATION RULE

For a clip to be associated with the event timecode entered into a log it must contain that same timecode. The guardbands of the clip are also taken into consideration.

1.5.3 LOGGING COLUMN HEADINGS ORGANIZER

To add or remove the data columns visible in a Log sheet, use the Organize command from the Tools menu



	Column name	Visible
1	Thumbnail	<input checked="" type="checkbox"/>
2	Key Thumbnail	<input type="checkbox"/>
3	Name	<input checked="" type="checkbox"/>
4	LSM ID	<input checked="" type="checkbox"/>
5	ID Material	<input type="checkbox"/>
6	ID LOUTH	<input type="checkbox"/>
7	Cam Pref	<input type="checkbox"/>
8	Status	<input checked="" type="checkbox"/>
9	Level	<input checked="" type="checkbox"/>
10	Duration	<input checked="" type="checkbox"/>
11	T/C IN	<input checked="" type="checkbox"/>
12	T/C OUT	<input checked="" type="checkbox"/>

When the Visible check box corresponding to a column is selected in the Organize window, the column will be displayed in the log sheet. A default setting can be chosen using the Default button on the window.

1.5.4 REFRESH GRID

Selecting this menu command performs a refresh of the grid (log entry list) when necessary.

1.6 CREATING EVENTS ON A LOG SHEET

1.6.1 HOW TO LOG LIVE ACTION IN AN EVENT

To create a new log entry in a loaded log sheet, proceed as follows:

1. In IP Logger, select the New button in the LIVE area:

The Create a New Log window opens with the timecode grabbed from the preview recorder:



For more information on the fields, see section 1.6.2.

2. If required, use the upper text field to enter free text into the log.
3. If required, add keywords to the log entry.
See section 1.6.3.
4. If required, select a rating level.
5. Click the Insert button.

The log entry is created in the log sheet. The log entry contains a column for each user fields and each automatic keyword fields defined in the associated logging profile, even if no value has been defined for the fields.

Any clip made on the relevant record channels of the XNet will appear on the log in the Associated Clips column. And this irrespective of when the clips are created, even if this is significantly before or after the grabbed timecode. The log will automatically update whenever it sees a clip containing the recorded event timecode.

1.6.2 FIELDS IN THE CREATE A NEW LOG WINDOW

The following table describes the fields available in the Create a New Log window:

Field	Description
Level Rating	A rating can be given to an event from no stars to ***.
Description	To add alphanumeric free text from the keyboard.
Keyword	Up to 10 keywords can be added per event, to enter click on a keyword from any open grid, each mouse click adds a keyword, to deselect a keyword, click on it again.
Comment	This feature makes the log entry just a comment entered on the log. This type of log entry will be displayed with a different colour in the log sheet.

1.6.3 HOW TO ADD KEYWORDS SPECIFICALLY TO A LOG ENTRY

To add data to log entries effectively, it is best practice to add keywords using the relevant keyword grids. These are usually best prepared in advance of the logging session although they could be produced and/or modified at any time. As many keyword grids as required can be used with a log.

You can add a keyword:

- to a new log element from the Create a New Log window
- to an existing log element from the Edit Log window

To add a keyword individually to a new or existing log element in a log sheet, proceed as follows:

1. The Create a New Log window or Edit Log window is opened in the IP Logger.
2. Select either **Keywords > Keyword Grid** or **Keywords > Dictionary** from the Application bar.
3. In the Create or Edit a New Log window, select the **Keywords** field:



The Keyword Grid or Dictionary is now active as the Apply button is highlighted in orange.

4. Select the keywords in the grid or dictionary.

The selected keywords are added to the log entry.



Note

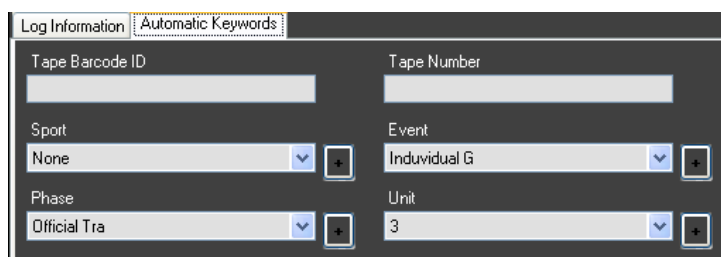
In the Edit mode, selected from the Keyword Grid menu, a grid layout type can be selected using the tab or defined using the selection. The size of the window and its screen position can be determined using normal windows techniques.

1.6.4 HOW TO MODIFY AUTOMATIC KEYWORDS ADDED TO LOG ENTRIES

If automatic keywords have been defined in the logging profile associated with the log sheet, and the requested values selected in the Automatic Keyword tab, the automatic keywords will be added to all log entries of the log sheet. If no value is defined, the column remains empty.

However, you can modify the values for these automatic keywords at any time in the following way:

1. Before creating a new log entry on which you want the automatic keywords to be modified, select the Automatic Keywords tab:



2. Do one of the following:
 - To modify a text field, select the value and type the new value.
 - To modify a drop-down list, select the new value from the list.

- To add a new value in a drop-down list, select the + sign beside the field, enter the new keyword and click OK. Select then the new value.

Any new log entry created afterwards will have automatic keywords assigned as they have been modified.

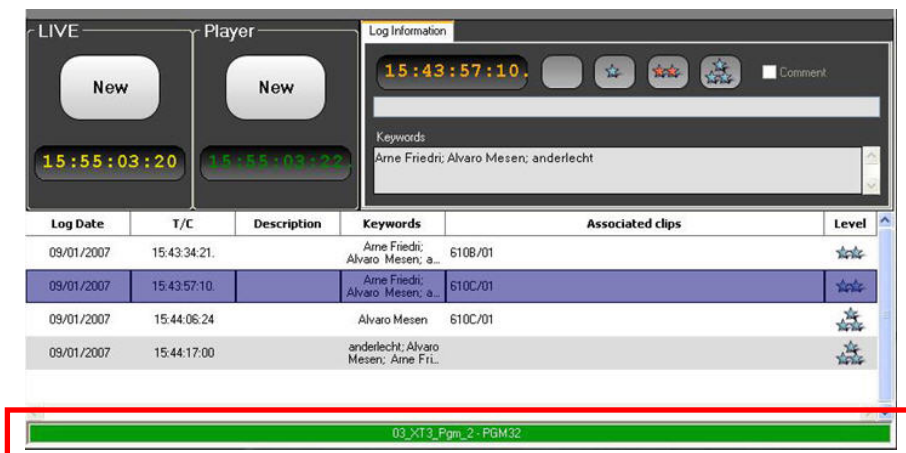
1.6.5 HOW TO ASSIGN A PLAYBACK CHANNEL FOR USE WITH IP LOGGER

If a default player channel is defined in IP Director, it will directly be assigned to the IP Logger when you open the application.

Otherwise, you can assign the playback channel for use in IP Logger in the following way:

1. Open the Channel Explorer.
2. In the Channel Explorer, select the player channel to assign to the log sheet.
3. Drag the player channel to the log sheet into the bar at the bottom of the IP Logger.

The channel name will then appear in green in this area.



Additionally, the player area will become active and show the timecode of the selected channel in green. If the channel is in an E/E mode, it will be the same as the LIVE area timecode.

1.6.6 EDITING AND DELETING A LOG ENTRY

Once created, the log entries can be edited and/or viewed in a Video Display.

You access the View and Edit options when right-clicking on a log entry and selecting one of the following options in the contextual menu displayed:

Event Name	Parent Keywords	T/C	▲	
Nordic Skiing	Winners; snow	09:30:20:04.		Log
Nordic Skiing		1:58:10.		Log
Nordic Skiing		2:55:14		LD
Nordic Skiing		8:12:05		Log
Nordic Skiing	Winners; snow	12:18:46:24.		

Field	Description
Edit	Opens the Edit a Log window that allows the users to modify the log entry characteristics.
View and Edit	Opens the Edit a Log window that allows the users to modify the log entry characteristics and loads the log at the relevant timecode position on the player channel of an open Control Panel (where the player channel is the same as the one in the IP Logger).
View	Loads the log on the player channel of a Control Panel where the player channel is the same as in the IP Logger.
Delete	Deletes the selected log entry.

1.6.7 HOW TO EDIT LOG ENTRIES IN THE LOG SHEET

To edit log entries in the log sheet, proceed as follows:

1. Select the log entry to edit in the log sheet.
2. Right-click to see the contextual menu and selecting the Edit command.

The Edit a Log window appears allowing the addition of

more details to previously logged action:



- Once the log entry is modified, click the **Update** button to confirm the modifications.

1.6.8 HOW TO EDIT THE TIMECODE OF A LOG ENTRY

The time code position can be manually modified in the Timecode field in the Edit a Log window.

To edit the timecode of the log entry, proceed as follows:

- In the open log sheet, right-click on the log entry for which the timecode has to be edited.
- Selecting the **Edit** or **Edit and View** command.

The **Edit** command displays the Edit a Log window.



The **Edit and View** command also loads the log on the player channel at the relevant timecode position.

- Do one of the following:
 - Type the new timecode for the log in the Timecode field.
 - Jog the player channel to the new requested position and click the **Set TC** button in the Edit a Log window. The new timecode is then displayed in the Timecode field.
- Click the **Update** button to confirm the TC modification.

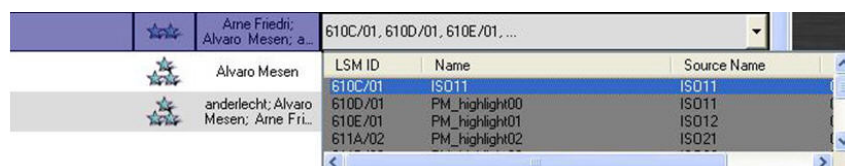
1.6.9 HOW TO VIEW A EVENT ON A LOG

To view a log entry of a log sheet (i.e. load the log on the player channel at the relevant timecode position), proceed in one of the following ways:

- Double-click a log entry from the log.
- Right-clicking the log entry and select View from the contextual menu.

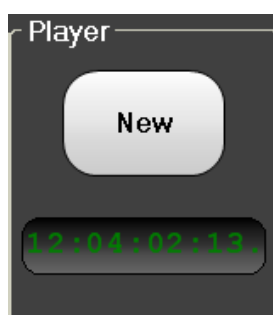
The player channel will go to the timecode of the log entry on the record channel defined as the preview channel for the log sheet.

1.6.10 HOW TO RECALL AN ASSOCIATED CLIP



LSM ID	Name	Source Name
610C/01	IS011	IS011
610D/01	PM_highlight00	IS011
610E/01	PM_highlight01	IS012
611A/02	PM_highlight02	IS021

If an associated clip is selected from the drop-down list that appears when the Associated Clip field is selected on a log entry, this clip will appear on the assigned output regardless of its record source. The player area will display the timecode within the clip that has been recalled.



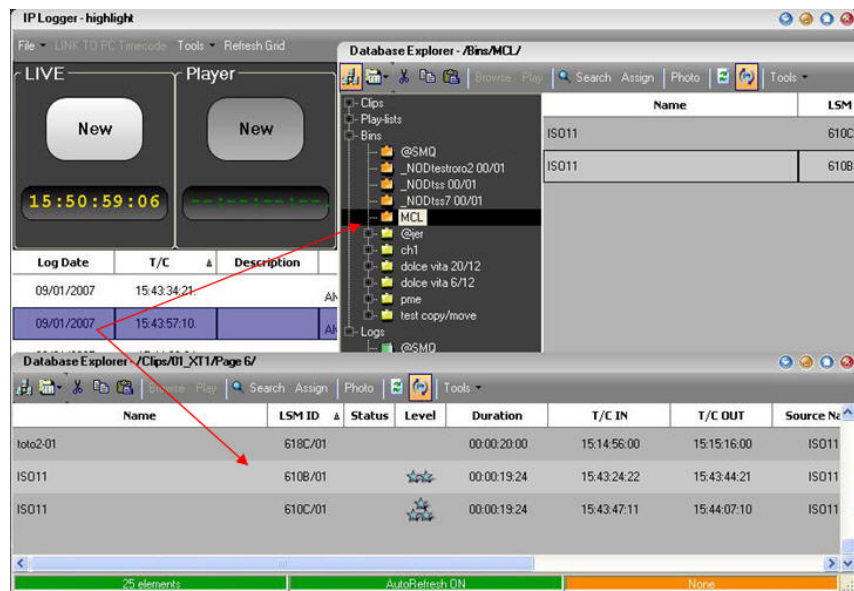
Note

If a monitoring output of the channel selected is connected to the video card of the workstation then by opening the Video display panel it can be seen on the VGA. If control of the channel is required there must be an RS-422 connection to the XT machine the channel is part of.

A clip or group of clips can be selected from the drop-down list and added to a bin in Database Explorer or to clip-list on a Control Panel for later use by using a drag and drop command. The Send to Archive function can be selected from the contextual menu opened with a right-click. For more information on archiving, refer to the "Archive Clips" section in the Database Explorer chapter.

1.6.11 HOW TO MAKE AUTOMATIC CLIPS BASED ON A LOGGED EVENT

To automatically make a clip based on a log entry on the record train selected as the preview recorder, click on the event on the log sheet and drag the clip onto a bin in the Database Explorer tree or onto an open window.



The clip created will have its IN and OUT points determined by the values from the Automatic Clip Creation Based on Logs setting which can be found in the Clip Creation Tab settings available in the Tools > Settings menu in the main IP Director window.





Note

It is possible to create a clip on all relevant recorders in one single drag & drop operation simply by holding the CTRL key on the keyboard.

1.7 IP LOGGER COLUMN HEADINGS

Column Name	Description
T/C	Displays the timecode captured for the event in the log
Description	Displays the alphanumeric free text added for the even from the keyboard
Level	Displays a level rating that has been added to an event from no stars to three stars (**).

Column Name	Description
Keywords	Displays all the keywords added per event.
Participants	Displays all the participant keywords added per event.
Associated Clips	Displays the clips that have been created on the defined relevant recorders which include the event timecode
Automatic keywords	<p>If automatic keywords have been defined in the logging profile used with the log sheet, a column will appear for every automatic keyword in the IP Logger list.</p> <hr/> <div>  <p>Note</p> <p>These columns are not displayed if no logging profile is used with the log sheet or if no 'Automatic keyword' section was present in the logging profile.</p> </div>
User's Fields	<p>If user's fields have been defined in the logging profile used with the log sheet, a column will appear for every user's field in the IP Logger list.</p> <hr/> <div>  <p>Note</p> <p>These columns are not displayed if no logging profile is used with the log sheet or if no 'User's field' section was present in the logging profile.</p> </div>

1.8 IP LOGGER SHORTCUTS

In the IP Director main window, the menu **Tools > Define Shortcuts** in the menu bar allows the users to define shortcuts for most of the common operations with the IP Director.

Shown in the screenshots below are all items that are available in the IP Logger with shortcuts, the default values are shown. These can be modified and saved by the system user if desired.

The greyed-out shortcuts are defined as Channel Management shortcuts and available in IP Logger. For more information, refer to the **Shortcut** section.

Description	Current Value
New log from LIVE	Ctrl-Space
New log from Player	Space
Edit log	Shift-Return
View & Edit log	Ctrl-Return
Select associated clip column	C
PLAY/PAUSE	Shift-P
PLAY	P
Var play	Ctrl-P
Fast Forward (FF)	F
Fast Reverse (FR)	W
E/E	L
Return	X
Snap to LIVE	Q
TAKE	Ctrl-T
Mark IN	I

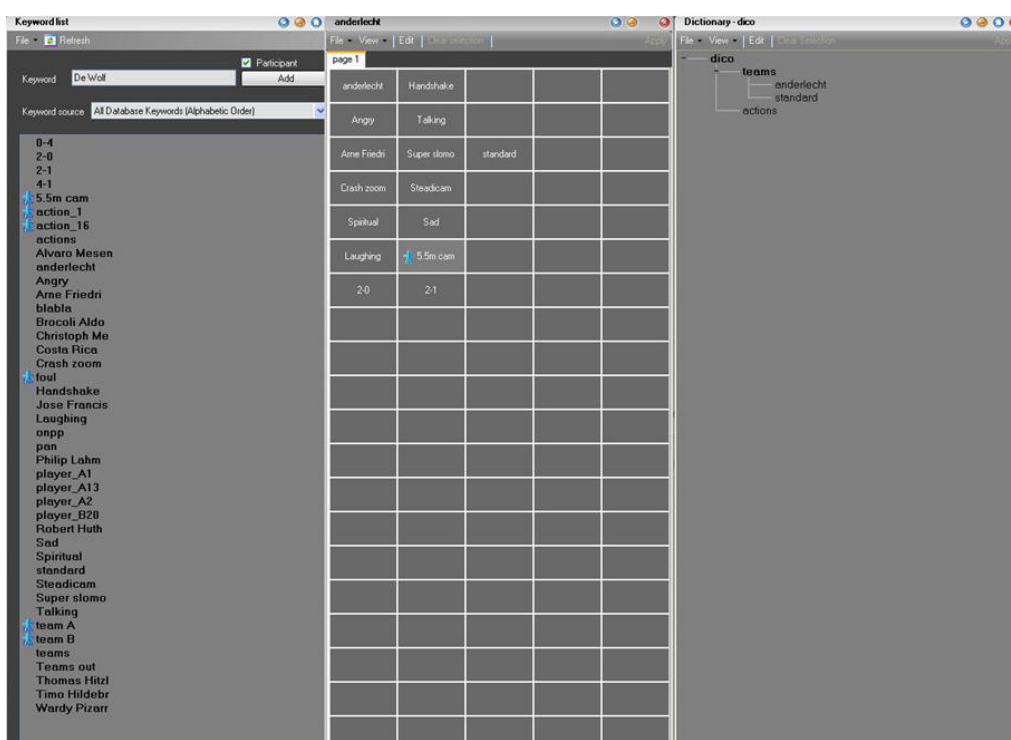
2.Keyword Management

2.1 INTRODUCTION

Keywords are an essential element to the IP Director system, bridging the gap between the XT servers and a conventional database by allowing the user to search for material using keywords which relate to the media rather than searching by storage locations.

Keywords allow you to perform searches in logs or clips in a unified manner. Every user can thus be certain that the media and logs are indexed in a structured manner so as to provide accurate search results.

This application provides tools to add data to the database. It allows the addition of individual words, importation of existing Keyword Grids of up to 300 keywords, or the importation of 3rd party text data into the IP Director database. Using Keyword Management tools it is possible to create and edit Keyword Grids, Keyword Dictionaries and also to import and export keyword files between different IP Director installations. Keyword files made on an XT Server are also importable.



Dictionaries allow you to manage all your Keywords in a structured hierarchy. This hierarchy allows for similar items to be grouped under headings that are collapsible and expandable.

2.2 KEYWORD LIST TOOL

The Keyword List tool allows adding, removing or renaming keywords in the IP Director database.

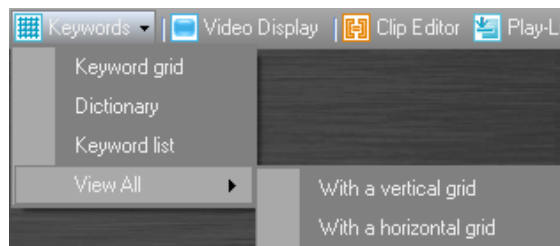


Note

The Keyword List is kept in the IP Director database which means that you work with shared data.

All actions undertaken on keywords will be reverberated on each IP Director.

2.2.1 HOW TO OPEN THE KEYWORD LIST TOOL



To open Keyword List tool, select it from the Keywords menu in the Application bar.

2.2.2 HOW TO ADD KEYWORDS



To insert a keyword, type the word into the Keyword field and click the Add button or immediately press ENTER on the keyboard.

2.2.3 KEYWORD TYPES

A distinction can be made between standard keywords and participant keywords. The participant keyword can be used to distinguish between the competitor or player keywords, i.e. the participant keywords, and the action keywords, i.e. the standard keywords. By default, the keywords are defined as normal keywords.

If you want to define a keyword as a participant keyword, activate the Participant check box before you click the Add button to save and add the keyword.

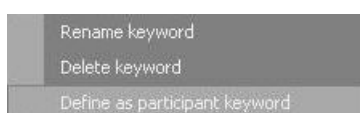


The participant keywords can be differentiated by a little blue icon next to the keyword.

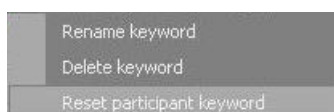


2.2.4 CHANGING THE KEYWORDS TYPE

You can change a keyword to a participant keyword by right-clicking on the keyword and selecting Define as Participant Keyword from the contextual menu.



You can change a participant keyword to a standard keyword by right-clicking on the keyword and selecting Reset Participant Keyword from the contextual menu.



2.2.5 HOW TO RENAME KEYWORDS

You can rename a keyword, proceed as follows:

1. In the Keyword List, right-click the keyword to be renamed.
2. Select Rename Keyword from the contextual menu.



The keyword name is highlighted:



3. Enter the new name in the keyword field.
4. Press ENTER to validate your modification.

If a keyword with the same spelling is already present in the list, a pop-up asks you if you want to replace the existing keyword with the new one:

**Note**

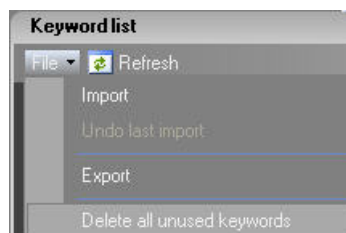
The system does not accept several keywords having the same spelling (case non sensitive).

2.2.6 HOW TO DELETE KEYWORDS

There are two ways to delete keywords:

- Delete unused keywords (without selecting them)
- Delete keywords from the Keyword List (with prior selection)

To delete all unused keywords in the database, select the menu File > Delete All Unused Keywords in the Keyword List:



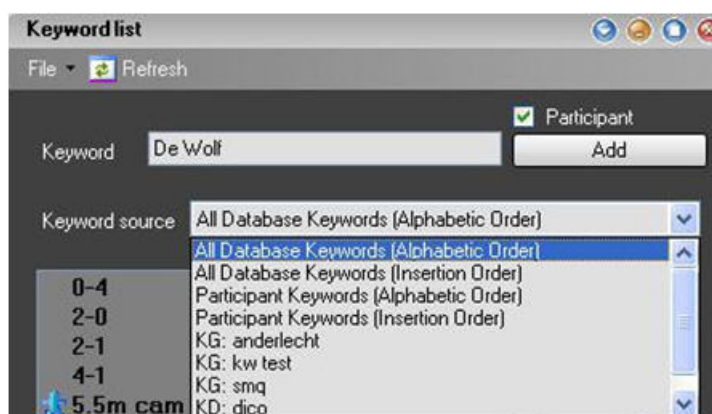
To delete one or more selected keywords, proceed as follows:

1. In the Keyword List, select the keyword(s) from the list. Use CTRL (+SHIFT) for a multiple selection.
2. Right-click and select Delete Keyword from the contextual menu.

**Note**

A keyword displayed in yellow means that they are used in a currently opened Keyword grid or dictionary.

2.2.7 KEYWORDS DISPLAY OPTIONS



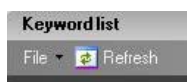
You can change the way the list display the keywords. The following options are available:

- All Database Keywords (Alphabetic Order)
- All Database Keywords (Insertion Order)
- Participant Keywords (Alphabetic Order)
- Participant Keywords (Insertion Order)
- KG: Keyword Grid Name
Display only keywords and participant keywords from a specific keyword grid.
- KD: Dictionary Name
Display only keywords and participant keywords from a specific dictionary.

2.2.8 REFRESH LIST

Several users can add some keywords from different IP Director workstations at the same time. In some cases, the list is not refreshed automatically.

You can force the manual refresh by selecting the Refresh button on the menu bar of the Keyword List.



2.2.9 RULES FOR KEYWORD FILE IMPORT

Before importing the keyword file, check the file structure and the settings to ensure that the following conditions are met:

- Each keyword in the keyword file must be on its own line within the file.
- The general IP Director settings must be set to manage 64 character keywords. Otherwise, the keywords will be truncated to 12 characters if they are longer.
- The text file does not contain extra characters, such as #, %, @, TABS, etc.

2.2.10 HOW TO IMPORT KEYWORDS

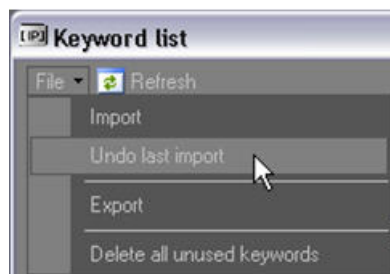
Once you have checked that all the conditions are met to perform a proper keyword file import (see previous section), you can import a keyword file with multiple keywords in it, for instance a team line-up or squad.

To import keywords, proceed as follows:

1. In the Keyword List, select the menu File > Import in the Keyword List.
The Keyword Import window opens.
2. In this window, select the .txt file that contains the keywords to import.

2.2.11 HOW TO CANCEL THE LAST KEYWORD IMPORT

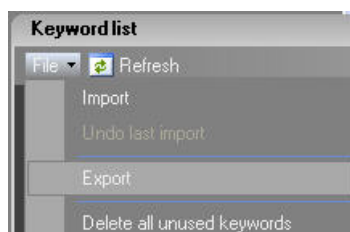
You can cancel the last import of keywords by selecting the menu File > Undo Last Import in the Keyword List.



2.2.12 HOW TO EXPORT KEYWORDS

To export the current listed keywords into an external file, proceed as follows:

1. In the Keyword List, select the menu File > Export in the Keyword List.



The Keyword Export window opens.

2. In the window, select the folder in which to export the .txt file.
3. Type a name for the .txt file.
4. Click the Save button.

The keywords are saved in the given .txt file stored in the specified folder.

This file can be used to transport a set of keywords between two IP Director workstations in different locations and not on the same IP Director network.

2.3 KEYWORD GRID TOOL

A keyword grid allows the user to build groups of up to 300 keywords in a specific field position in a grid. These will normally first be associated with log sheets and individual clips, and then subsequently be used to search the metadata to retrieve required media.

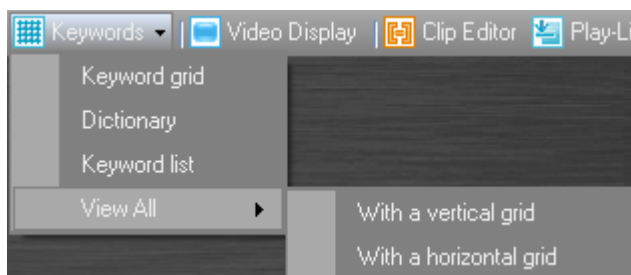
The Keyword Grid allows creating, modifying or deleting keyword grids in the IP Director database.



Note

The keyword grids are kept in the IP Director database which means that you work with shared data. All actions undertaken on Keyword grids will have reverberated on each IP Director.

2.3.1 HOW TO OPEN THE KEYWORD GRID TOOL

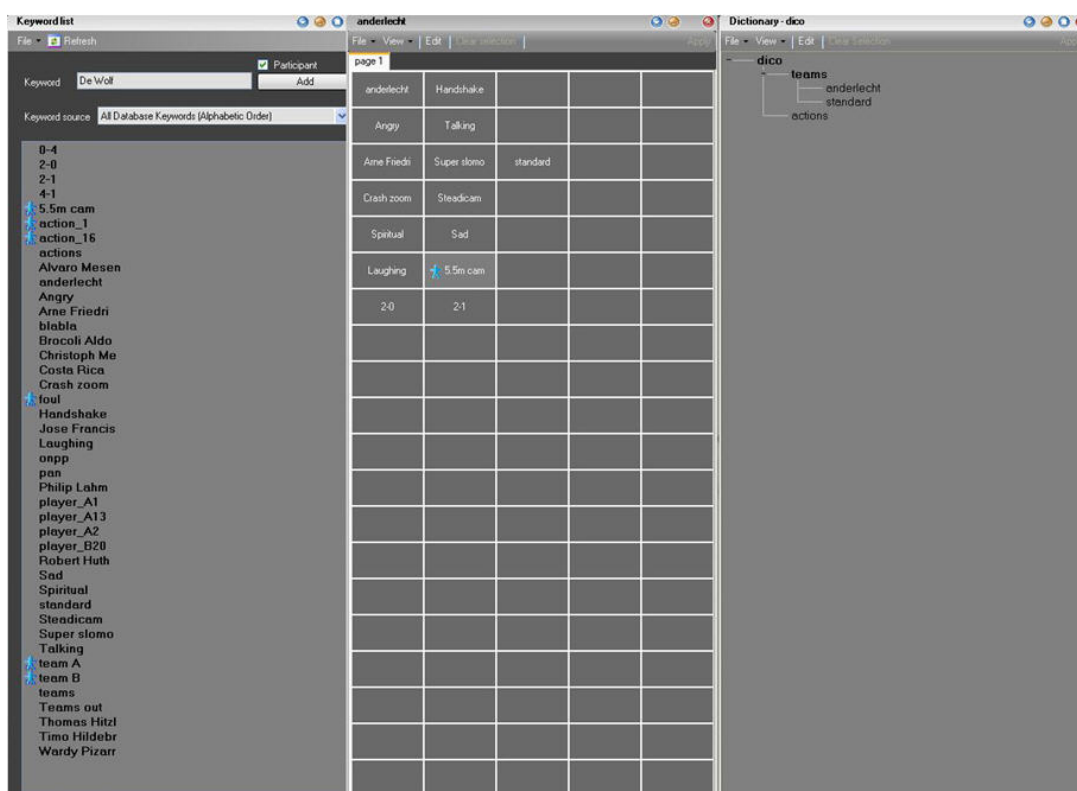


To manage keyword grids, you must use the keyword list tool as well as the keyword grid tool.

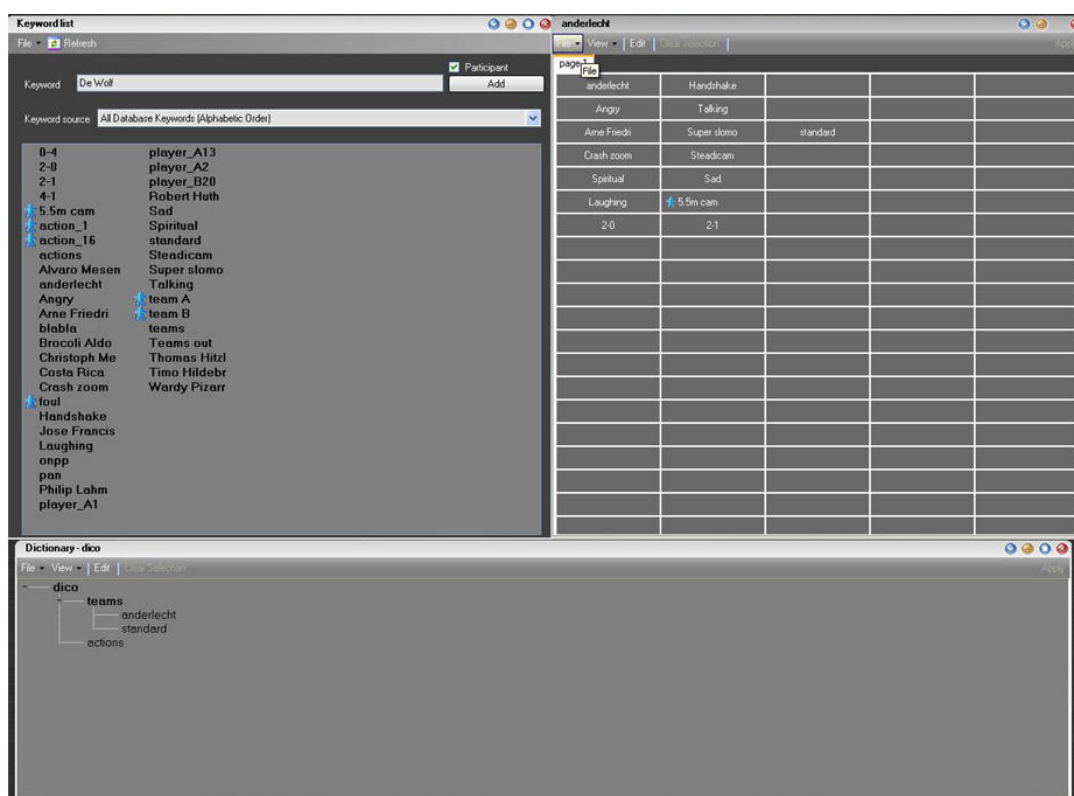
To open both tools, select **Keywords > View All** from the Application bar.

Depending on whether you select the **With a Vertical Grid** command or the **With a Horizontal Grid** option, the keyword management tools will open with a different layout:

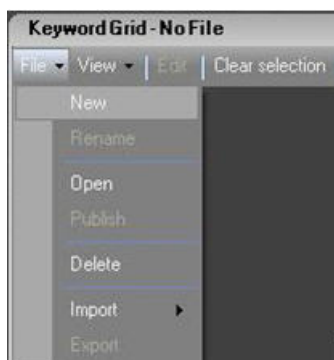
Vertical view



Horizontal view



2.3.2 KEYWORD GRID FILE MENU



The various menu items in the File menu of the Keyword Grid are detailed in the table below:

Menu Item	Description
New	Opens a dialog window to define a new keyword grid and optional description.
Rename	Allows the renaming of an opened keyword grid in the database.

Menu Item	Description
Open	Allows the opening a keyword grid.
Publish	Allows the publishing of the opened keyword grid to predefined user groups.
Delete	Allows the deletion of keyword grids in the database via a confirmation screen
Import keyword grid	<p>Allows importing of a keyword grid from a file in one of two ways depending on the selection:</p> <ul style="list-style-type: none">• Import in a new keyword grid• Import into the current keyword grid <p>The import into the current keyword grid will replace all the keywords in the current keyword grid.</p>
Export keyword grid	Opens a window to allow a file to be created of the currently selected keyword grid to be stored or imported to another database. This format is the same as for an XT Server allowing the direct import of the file to an XT Server

FILE FORMAT FOR KEYWORD GRID IMPORT

The file used to import a keyword grid must be a text file with a .kwd extension.

A line of text must have the following format:

Position = keyword

where the position is the location of the keyword on the grid.

Only one keyword per line of text should be used

Example:

1 = Jones

2 = Touchdown

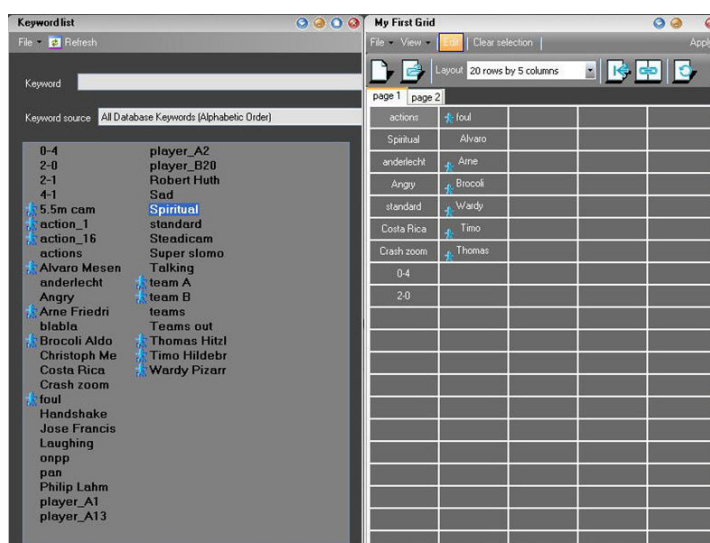
3 = Pass

2.3.3 HOW TO CREATE A NEW KEYWORD GRID

The Keyword Grid tab allows the user to build groups of up to 300 keywords. These keyword grids will first be used in the logging and creation of the metadata, to be associated with log sheets and individual clips. They can then be used to search the metadata to retrieve required media.

To create a new keyword grid and add new keywords to it, proceed as follows:

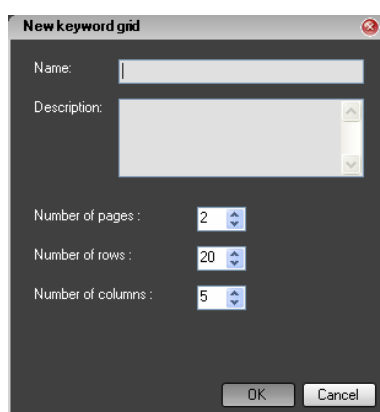
1. Open the Keyword List and Keyword Grid tools next to each other on your workspace:



The Keyword List displays the keywords that have been entered in the database.

2. In the Keyword Grid tool, select File > New from the menu bar.

The New Keyword Grid window opens:



3. Type a name for the keyword grid in the Name field, and a description in the Description field, if required.
4. In the three following fields, specify the number of

pages, rows in a page and columns in a page that the keyword grid should contain.

5. Click OK.

The keyword grid is created with the parameters specified. It opens automatically in Edit mode.

6. In the Keyword List, select the keywords to be added to the keyword grid. Click CTRL (+SHIFT) for a multiple selection.

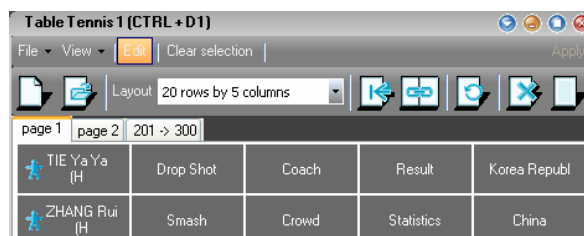
7. Drag and drop the selected fields in the first cell of the keyword grid where you want to copy the keywords.

The keywords will be added to the keyword grid.





Once the keyword grid is created, you can still add pages, modify the way the cells are displayed in the grid, add keywords, etc. To perform any change to the keyword grid, you need to select the Edit command in the menu bar. The grid will be in Edit mode and the Editing toolbar will be displayed below the menu bar. For more information on this Editing toolbar, see section 2.3.4 “Keyword Grid Editing Toolbar”, on page 42.




2.3.4 KEYWORD GRID EDITING TOOLBAR

In addition to the File menu, an Editing toolbar is displayed when you select the Edit icon to activate the Edit mode.



The Editing toolbar gives access to the same editing functions as in the File menu:

Menu Item	Description
	New Keyword Grid
	Open a Keyword Grid
	Insert a page in the opened grid
	Append a page in the end of the opened grid

Menu Item	Description
	Rename the opened Keyword grid
	Delete a page
	Clear a page

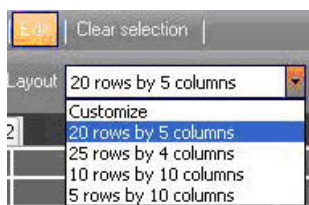


Note

If the keyword grid has been changed in the width of the window, the above mentioned buttons may not appear as visible. At this time, the user must select the drop down arrow on the window to see all icons.

KEYWORD GRID LAYOUT

At any moment, you can change the layout of your Keyword grid by selecting a predefined layout or a custom one using the customize option. This can be done from the Layout field in the Editing toolbar.



2.3.5 KEYWORD GRID VIEW OPTIONS

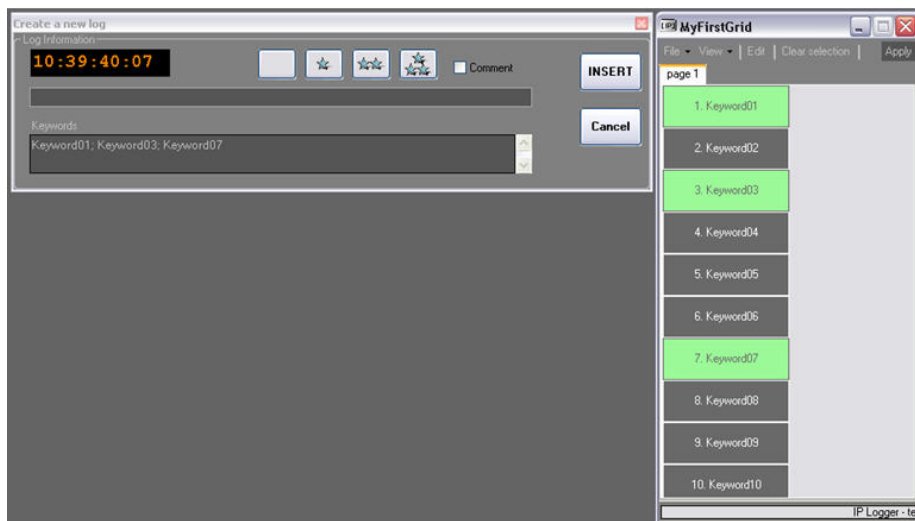


Menu Item	Description
Empty Position	Shows the empty keywords cells.
Description	Shows the keyword grid description.
Keyword Numbers	Shows the index number of each keyword in a grid.



Note

Keyword number allows a fast selection using the numeric pad of your keyboard, '+' and '-' keys.



Example:

- To add the keyword number 1, press '1' on the numeric pad then press '+'.
- To remove a specific keyword, press the keyword's number on the numeric pad then press '-'.

2.4 DICTIONARY TOOL

A Dictionary allows the user to organize keywords in a tree structure.

The Dictionary tool allows creating, modifying or deleting Dictionaries in the IP Director database.

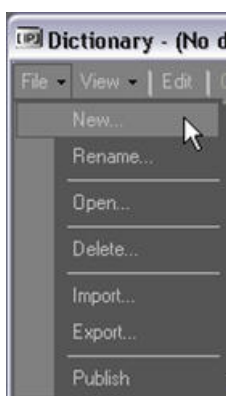


Note

The Dictionaries are kept in the IP Director database which means that you work on shared data.

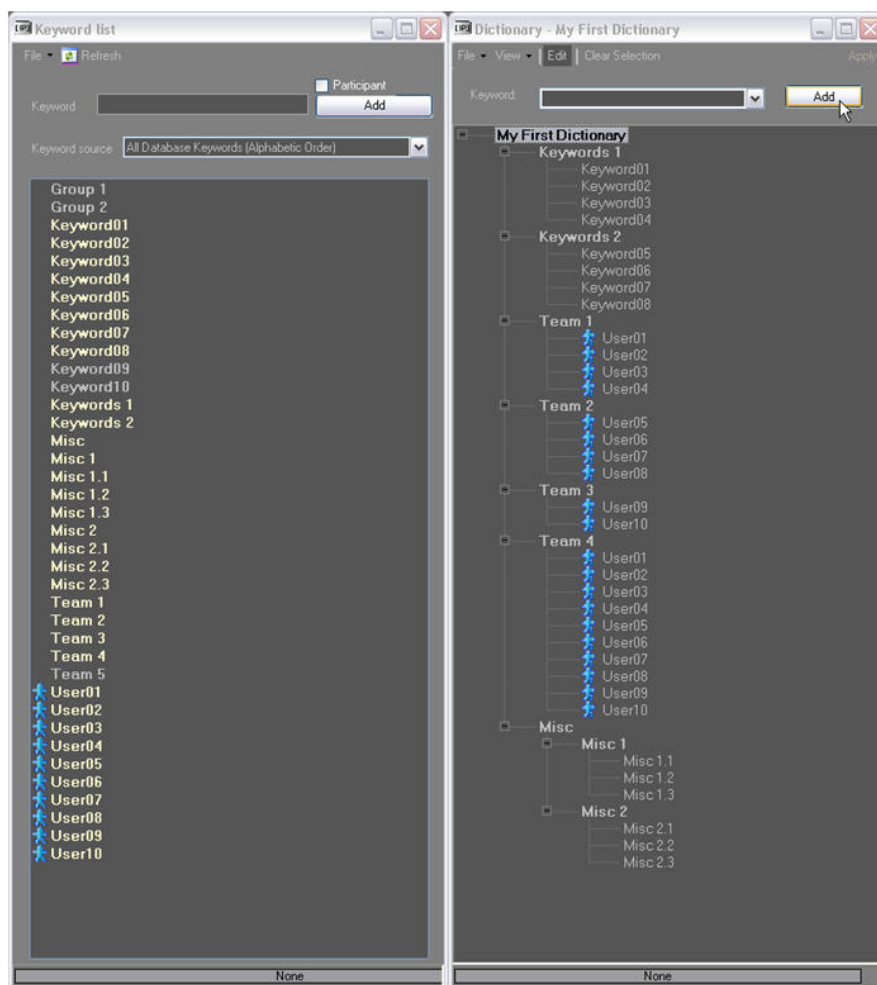
All updates performed on Dictionaries will be reverberated on each IP Director.

2.4.1 KEYWORD DICTIONARY MENU



Menu Item	Description
New	Opens a dialogue window to define a new dictionary and optional description.
Rename	Allows the renaming of an opened dictionary in the database.
Open	Allows the opening a dictionary.
Publish	Allows the publishing of the opened dictionary to user groups
Delete	Allows the deletion of dictionary in the database via a confirmation screen
Import	Allows importing of a dictionary from a file
Export	Allows exporting of a dictionary to a file

2.4.2 HOW TO CREATE A DICTIONARY



On the left side the keyword list display the keywords that have been entered into the database.

To help in discriminating which words have already been used on a dictionary, each word already used is highlighted in yellow text.

The name you gave to your new dictionary take place as the root of your keywords tree.

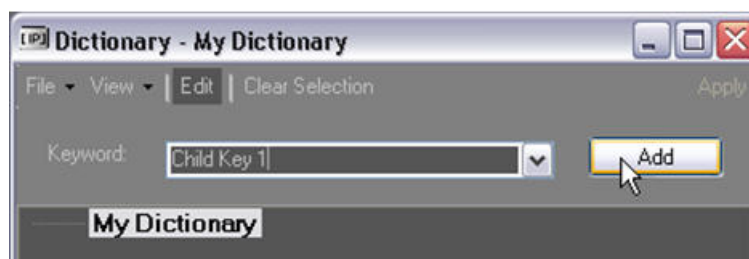


Note

To add a keyword to opened dictionary, be sure to be in Edit mode.

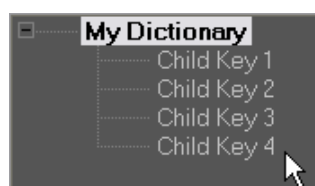
2.4.3 HOW TO ADD NEW KEYWORDS IN A DICTIONARY

Select the keyword you want to be the parent keyword of the one you want to insert.



To insert the keyword, type the word into the edit box and click Add or immediately press ENTER on the keyboard.

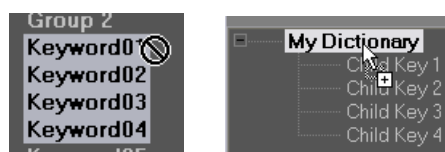
You can add as many keywords as you want in any of the tree branch.



Note

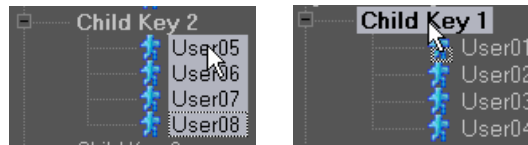
All new keywords added in a dictionary are automatically inserted in the database and can be used in keywords grids or other dictionaries.

2.4.4 HOW TO ADD EXISTING KEYWORDS IN A DICTIONARY



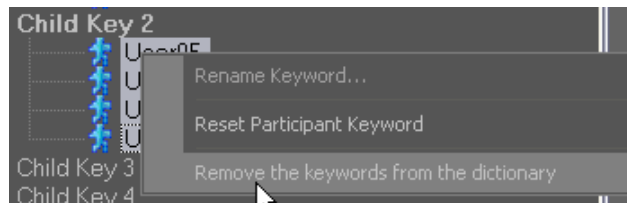
To add a keyword to opened dictionary, select the keywords in the keyword list and drag them onto the dictionary on the keyword you want to be the parent.

2.4.5 HOW TO MOVE KEYWORDS IN A DICTIONARY



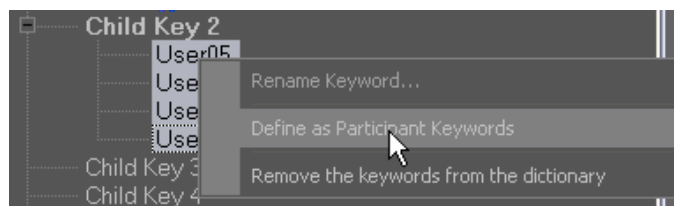
To move keywords from one parent to another, select the keywords and drag them onto the new parent keyword.

2.4.6 HOW TO DELETE KEYWORDS IN A DICTIONARY

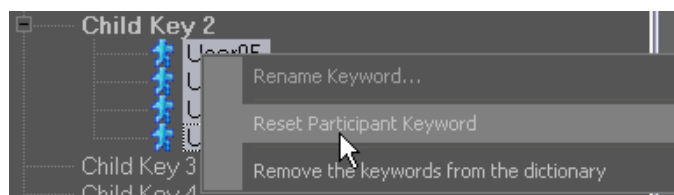


You can delete keywords from a dictionary using the contextual menu (right-click).

2.4.7 HOW TO CHANGE THE KEYWORDS TYPE

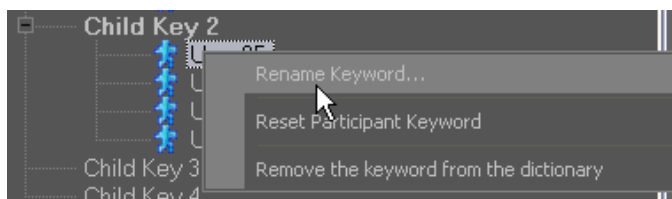


You change a keyword to a participant keyword by selecting the keywords, right-click on the keyword and select Define as Participant Keyword from the contextual menu.



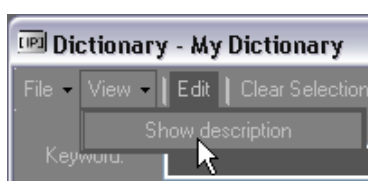
You change a participant keyword to a standard keyword by selecting the keywords, right-click on the keyword and select Reset Participant Keyword from the contextual menu.

2.4.8 RENAMING KEYWORDS



To rename a keyword, right-click on the keyword and select **Rename Keyword** from the contextual menu.

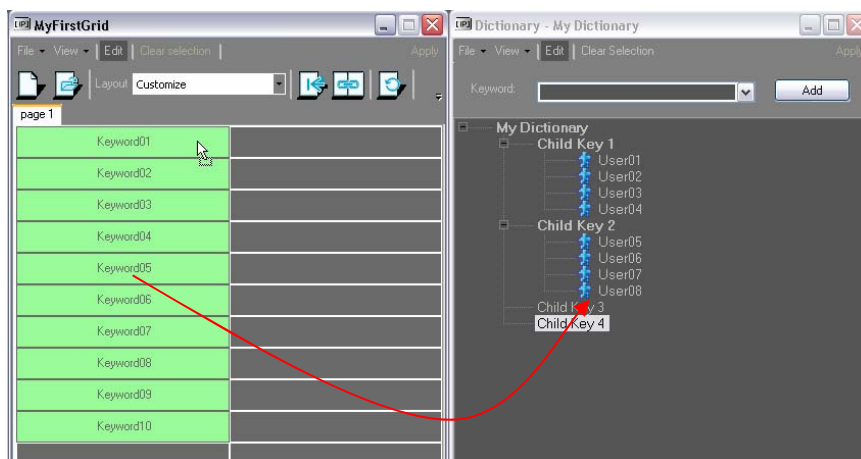
2.4.9 DESCRIPTION VIEW OPTION



You can show the dictionary description using the **View** menu of the Dictionary tool.

2.4.10 DICTIONARY AND GRID EDITING

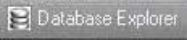
When opening both keyword grid and dictionary in **Edit** mode, you can drag and drop keywords from one to the other in any direction.



3.Database Explorer

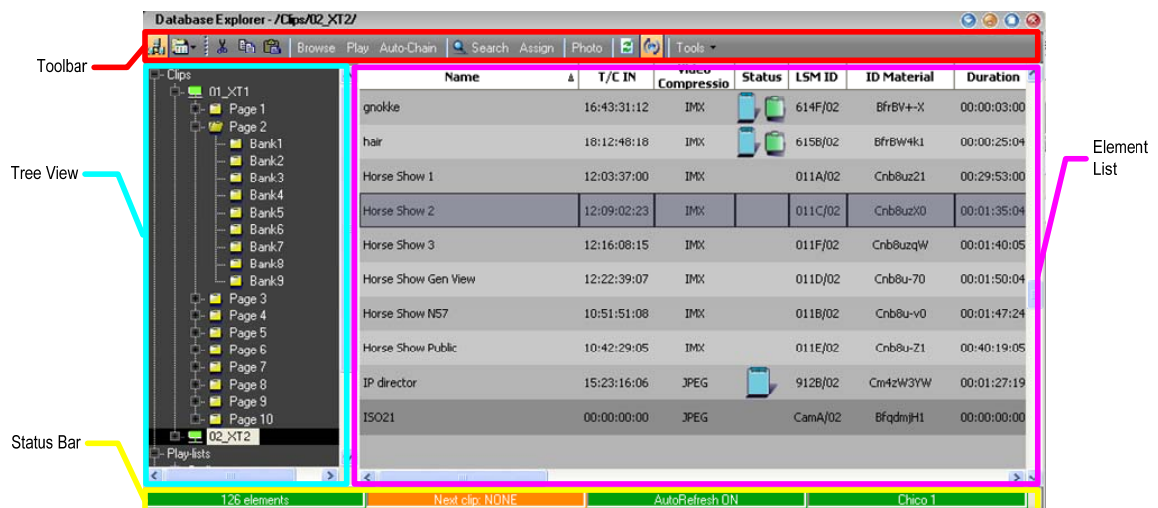
3.1 INTRODUCTION

The Database Explorer is an application designed to allow the user to organize and search all media and data that is available within the server network into a system by which any user can access it, whether they have knowledge of the 'clip hierarchy' methods used in EVS XT servers or by using standard windows database search techniques.

To open the Database Explorer, select the corresponding icon  from the menu at the top of the IP Director window.

A new window will open with a familiar 'explorer' layout:

- A tree view on the left pane displays various headings to allow the user to filter the media and display associated data
- An element list on the right pane displays the elements included in the selection in the tree view or the results of a search in the Database Explorer.



3.2 CLIPS

One library method used by IP Director is to mimic the hierarchical structure adopted by the XT range of servers to store media, which is based on the remote panel design with a limited amount of buttons and desk space

3.2.1 UNDERSTANDING XT CLIP STRUCTURE

Each XT unit can store up to 900 clips (with each clip containing up to 6 sub clips, lettered A to F).

900 clips with up to 6 sub-clips per clip result in 5400 “clip registers” in the memory. However the maximum number of clips on each XT system is 4096.

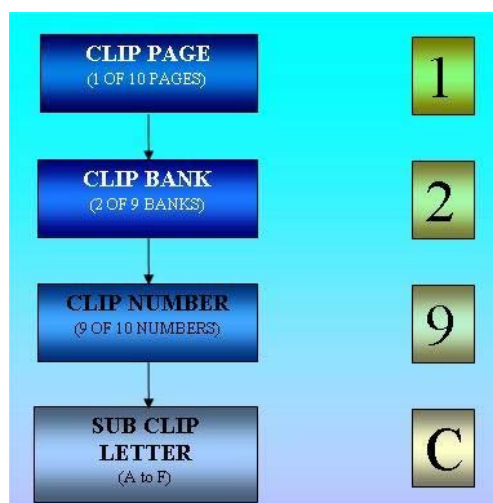
This number is displayed in the upper right window of the VGA setup screen (Shift+F2 from the PC keyboard).



Note

If you are working with IP Director and a number of XT machines in an XNet network, keep in mind that the total number of clips on the entire network is limited to 6,000 or 16,000 depending on the network settings used. This number is displayed in the same area on the XT VGA setup screen.

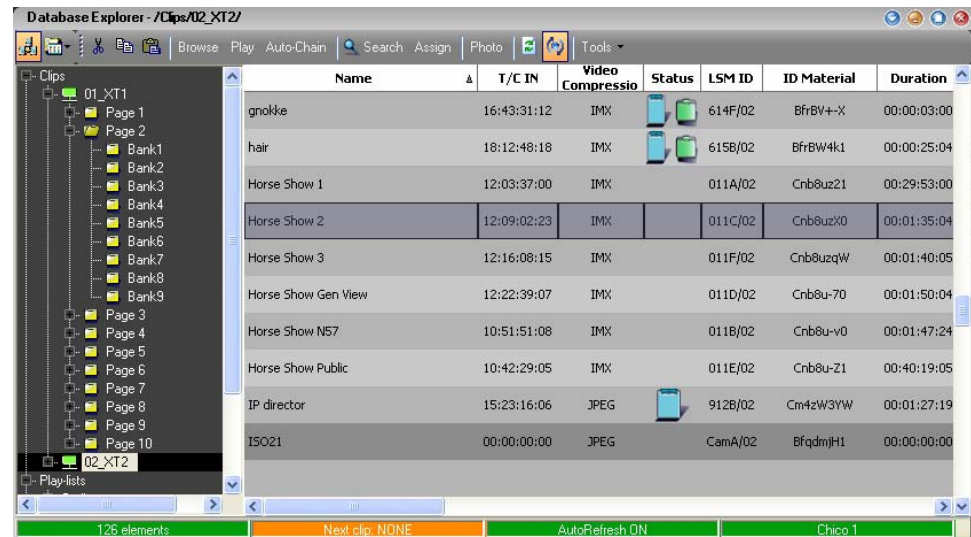
The following diagram represents the hierarchy of the XT clip numbering system. As an example, clip number “129C” is used:



Additionally the number of the XT server within the network structure is also be added to define the precise location of the clip, for example if clip 129C is stored on the machine allocated with the network number 2 the clip would be identified as 129C/02.

3.2.2 CLIPS TREE STRUCTURE

Within the clip tree structure of IP Director each XT machine can be searched by filtering down in the tree from network number > page > bank



3.2.3 CLIP DATA COLUMN HEADINGS





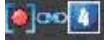
Each clip record in the result list is detailed in variable width columns providing information about the stored clip. Some of the details can be edited from here, others are for information. All the headings can be used as filters when searching for Media.



Note

For details of how to hide or show the columns, refer to the section 3.7.1 'Column Organizer', on page 111.

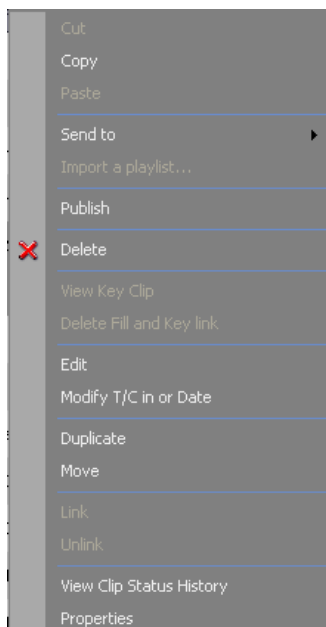
Column Name	Description
Thumbnail	A reference frame from the clip can be shown to visually identify the correct material
Key Thumbnail	A reference frame from the Key clip can be shown relative to the Fill clip selected
Name	A clip can be automatically named using a configuration setting in the XT, added from the XT keyboard, or from the IP Director Control Panel when using it to create clips
LSM ID	This is the clip number and location of the media as explained in the 'clip' section above. This number could change if the

Column Name	Description
	location of the clip is moved within the XNet.
ID Material	A unique identifier given to an original clip by EVS not generally in use at an operational level. This ID stays with the clip and will keep track of copies of a clip related to the original by using this ID as it will not change on the clip copies.
ID Louth	An ID generated to give the clip a UmID. This ID is unique for every clip that exists. It will not change when a clip is moved. Each new copy of a clip will also have a new ID Louth
Cam Pref.	This Column displays a preference value that is generated when clips are created from an LSM control panel
Status	<p>Displays the archive status of a clip in relation to the XFile archive device on the XNet</p> <p> Clip has been archived</p> <p> Archive of clip pending</p>
Level	A rating can be given to a clip based on four levels from no stars to ***. This can be done during clip creation or via the IP Logger at any time and can provide a useful search filter for use in the Database Explorer.
T/C IN	The short IN timecode of the clip
T/C OUT	The short OUT timecode of the clip
Duration	The clip duration from T/C IN to T/C OUT
IN	The IN timecode of the clip including guardbands
OUT	The OUT timecode of the clip including guardbands
Type	<p>If the clip is a KEY Clip , a FILL clip  or a standard clip. If the clip is linked to other clips, because it has been created on ganged recorders, the gang icon and the group number the clip is part of are displayed </p>
Keywords	A list of the keywords that have been

Column Name	Description
	associated with the clip
Creation Date	The date that the clip was created on
Aspect Ratio	4:3 or 16:9
Video Format and Frequency	Shows the video standard of the clip: PAL SD/1, PAL HD 720/1, PAL HD 1080/1 NTSC SD/1, NTSC HD 720/1, NTSC HD 1080/1 etc.....
Video Compression Type	JPEG, MPEG IMX etc.
Video Compression Rate	The compression rate the clip was recorded at.
Source Name	The record source name of the channel where the clip was created. This name is assigned in the XT set up menus
VBI	This has a value when the clip contains information within the picture such as teletext, VITC or other such data needed by graphics applications
Audio Type	How many audio tracks the clip has.
Audio Compression	The value of compression used in recording
Audio Frequency	The sample rate used when recording the clip.
Session Name	Not yet implemented
Session Description	Not yet implemented
Session Date	Not yet implemented
Session Keywords	Not yet implemented
Key Louth ID	The ID Louth of the clip that has been assigned as a Key Clip to this clip if it is a Fill clip.

3.2.4 CLIP CONTEXTUAL MENU

The Clip Contextual menu is available when right-clicking a clip in the element list. It gives access to the actions that can be performed on clips in the Database Explorer:



The following table describes briefly the commands available from the contextual menu:

Command	Description
Cut	Not relevant in the element list.
Copy	Copies the clip to the clipboard. The clip can then be pasted in a bin.
Paste	Not relevant in the element list.
Send To	<p>Provides a list of possible destinations, in a submenu, to which the selected clip can be sent.</p> <p>Possible destinations, depending on the XNet network, are:</p> <ul style="list-style-type: none"> • the default play-list or bin • a destination target (any destination visible on the TCP/IP network) • an archive target (XFile archive process) • a non-linear editing system (Clean Edit, AVID) <p>See also the sections 3.2.8, 3.2.9, 3.2.14, 3.2.13</p>

Command	Description
Import a play-list ...	Not relevant in the element list.
Publish	Opens the Publish Clip window from which the selected clip can be published, i.e. made available, to selected groups of users. See also the section 3.2.18.
Delete	Deletes the selected clip from the XT Server.
View Key Clip	Displays the Key clip associated with a Fill clip that is selected. This option is only active on Fill clips that are included in a Fill and Key association.
Delete Fill and Key Link	Deletes the link between the Fill and Key clips. This option is only active on Fill clips that are included in a Fill and Key association.
Edit	Opens the Edit Clip window from which the user can modify the clip information. See also the section 3.2.6.
Modify T/C IN or Date	Opens the Modify T/C In or Date window from which the user can modify the IN timecode or date of a clip. See also the section 3.2.17.
Duplicate	Opens a Duplicate Clip window where the user can specify the location on an XT server of the XNet Network where a copy of the clip should be stored. See also
Move	Opens a Move Clip window where the user can specify the location on an XT server of the XNet Network where the clip should be moved to.
Link	Allows the user to link selected clips manually together. It is only possible to link clips that are not already associated with other clips.
Unlink	Allows the user to unlink the clips linked to the selected clips.
View Clip Status History	Opens the Status and History window from which the user can view the history of all transfers of the selected clip.

Command	Description
	For more information on this window, see the section 3.2.16.
Properties	Displays information related to the owner and the groups the selected clip has been published to.

3.2.5 HOW TO EDIT A CLIP FROM WITHIN THE DATABASE EXPLORER

To edit the clip data, proceed as follows:

1. Select the clip.
2. Right-click on the mouse to show the contextual menu.
3. Select Edit.

The Edit Clip window appears offering the ability to add and change data associated with the clip. For more information on the Edit Clip window, refer to section 3.2.6 “Edit Clip Window”, on page 57.


3.2.6 EDIT CLIP WINDOW

The Edit Clip window makes it possible to add and change the clip data. It is accessible from the clip contextual menu in the Database Explorer.

WINDOW OVERVIEW

The Edit Clip window is divided into two panes:

- The left pane contains clip data in general and in relation with IP Director.
It is always displayed.
- The right pane contains clip data based on customer-specific fields.

Clicking the right area in the Pane Display icon  will display this right pane.

FIELDS IN THE EDIT CLIP WINDOW

The fields displayed on the Edit Clip Window are described below:

ID

This is the LSM ID, i.e. the location where the clip should be stored on the XNet network. It is not editable as it is the unique identifier of the clip on the XT server.

CLIP NAME

The name field is used to add a name to the clip or modify it. The user can assign a name that should contain maximum 24 alphanumeric characters. Only 12 characters of this name can be displayed by LSM systems.

TIME INFORMATION FIELDS

The Time Information fields can be used to change IN, OUT or Duration (with automatic readjustment of the other relative values). Type the new requested value, which needs to be within the guardbands, in the relevant field.

KEYWORD & INTEREST LEVEL

The Keyword list allows you to define up to three keywords to a clip to qualify its content.

To add keywords, select them from the Keyword Grid or Keyword Dictionary. Please refer to the Keyword Management chapter in

Part 2 of this user manual for more information on how to maintain keywords.

The Interest Level icons allow you to assign an interest rating to a clip. Four interest levels can be defined, from no star to 3 stars (**). The background of the button corresponding to the selected interest level is in blue. The default value is the no star level.

CLIP TYPE



The Clip Type icons allow you to assign a clip type for use with Key and Fill operations.

- The left icon is used for normal clips. This is the default value.
- The middle icon is used for fill clips.

The right icon is used for key clips.

METADATA FIELDS

The right pane contains the following fields:

Field	Description
Clip Profile	Drop-down list in which the user can modify the clip profile to be associated with the clip.
Clip Profile fields	Fields belonging to the Clip Profile displayed in the Clip Profile drop-down list. The user can modify the values of the clip profile fields. The modifications will only apply to the clip and not impact the default values of the profile.

For more information on metadata, refer to the Metadata chapter in Part 1 of this user manual.

3.2.7 HOW TO COPY OR MOVE A CLIP WITHIN DATABASE EXPLORER

USING DRAG-AND-DROP

A clip can be selected in the right pane of the Database Explorer and dragged to a new location on the XT tree structure on the left side of the window:

- To MOVE the clip, simply drag and drop
- To COPY the clip, hold down the CTRL key on the keyboard while dragging and dropping.



Note

The settings window allows the user to select the method of copy/move selection the user prefers. It can be alternated to the opposite response for the CTRL+click function, or an optional pop-up selection for COPY or MOVE.

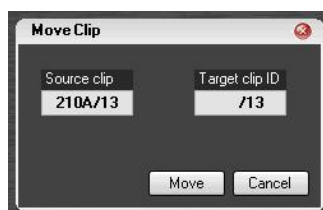
Using this technique the clip will be copied or moved to the first available location in the section of the tree it was dropped upon:

- If the Clip was dropped on an XT level of the tree it would be placed in the first available space in the XT clip structure.
- If the Clip was dropped on a page level of the tree it would be placed in the first available space in the page structure.
- If the Clip was dropped on a bank level of the tree it would be placed in the first available space in the bank structure.

USING DUPLICATE OR MOVE TO AN EXACT LOCATION

To duplicate or move a clip to an exact location, proceed as follows:

1. Select a clip to be moved or copied and right-click on the mouse to show a contextual menu
2. Select the Move option or Duplicate option from the contextual menu.
3. The Move window or Duplicate window is displayed asking for the LSM ID for the new location.



4. Type the LSM ID in the Target Clip ID field.
5. Click the Move button in the Move window, or the OK button in the Duplicate window.

The clip has been moved or duplicated (copied) to the location specified in the Target Clip ID field.



Note

As some copies or moves may be between XT servers on the XNet they will take time to complete. On completion the clip is displayed in green in the window.

3.2.8 HOW TO SEND A CLIP TO THE DEFAULT ARCHIVE

To send a clip to the default archive, proceed as follows:

- Select Send To > Default Archive from the clip contextual menu to send a clip to the session folder of the XFile defined as the default XFile on the XT server where the clip is physically stored.

Refer to the XFile user manual for more information on how to define the session folder.

Refer to the XT Server user manual for more information on how to define the default XFile.

3.2.9 HOW TO SEND A CLIP TO A DESTINATION FOLDER (DESTINATION TARGET)

To send a clip to a destination folder, proceed as follows:

- Select a predefined destination directory (target) from the Send To sub menu of the clip contextual menu.

The destination folder can be located anywhere on the IP network. This gives full flexibility to directly send A/V files to third party systems (i.e. NLE systems) and storage paths.

3.2.10 HOW TO ADD A DESTINATION TARGET

To add a destination target to the list, proceed as follows:

1. Select the Add Archive Target option from the Send To sub menu.

The New Archive Target window opens.

2. Fill in the field in the New Archive Target window.

For more information on the fields, refer to section 3.2.11 “New Archive Target Window”, on page 62.

3. Select OK.

The new destination target is added to the list of destination targets in the contextual menu.

3.2.11 NEW ARCHIVE TARGET WINDOW

The New Archive Target window makes it possible to add a new destination or archive target. The fields displayed on the Archive Target Window are described below:

The screenshot shows a dialog box titled "New archive target". It has four main input areas: "Alias" with a text field, "Target" with a text field and a "Browse" button to its right, "Wrapping Format:" with a dropdown menu currently showing "MXF EVS", and a "Link To" checkbox followed by a dropdown menu showing "xfile". At the bottom right are "OK" and "Cancel" buttons.

Field	Description
Alias	The name of the target as it will appear in the contextual menu.

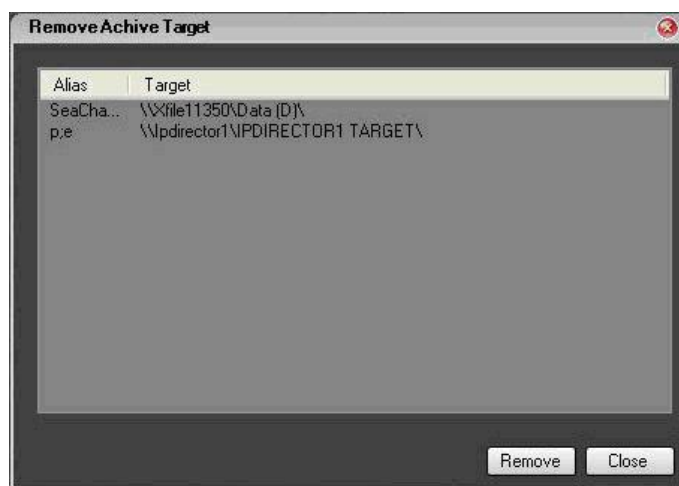
Field	Description
Target	The destination folder where the file will be copied. Be sure this directory is shared with full control access.
Wrapping format	The file wrapper. It can be MXF EVS or MXF OP1A.
Link To	If the box is checked it means you want that all files sent to the destination target to be managed by one specific XML unit. Select the unit from the drop-down list.

3.2.12 HOW TO DELETE A DESTINATION TARGET

To delete a destination target from the list, proceed as follows:

1. Select **Remove Archive Target** from the **Send To** sub menu.

The **Remove Archive Target** window is displayed.



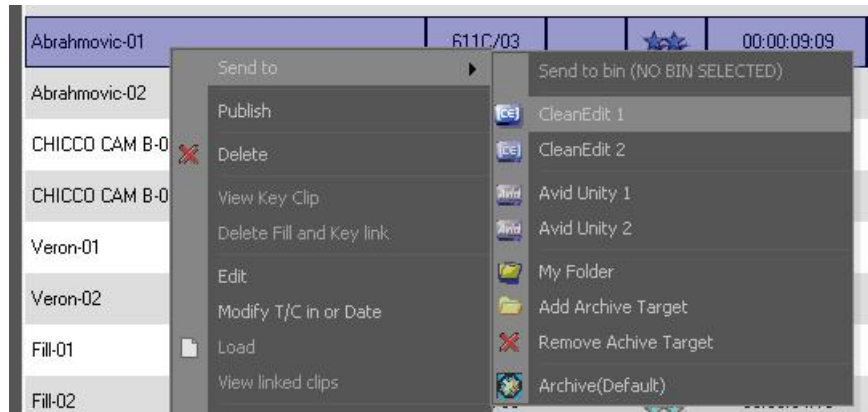
2. Select a target from the list.
3. Click the **Remove** button.
4. Answer **Yes** to the question asked to confirm the operation.

The destination target is no longer available in the list of destination targets in the contextual menu.

3.2.13 HOW TO SEND A CLIP TO AN XSTORE WORKSTATION (RUNNING CLEAN-EDIT APPLICATIONS)

To send a clip to an XStore workstation, proceed as follows:

- Select a predefined XStore (CleanEdit) target from the Send To > CleanEdit sub menu of the clip contextual menu.



Once the clip has been sent, it is immediately available in the CleanEdit database. It can then be inserted into a project, edited or played out using Playout Organiser or CleanPlayout Server.

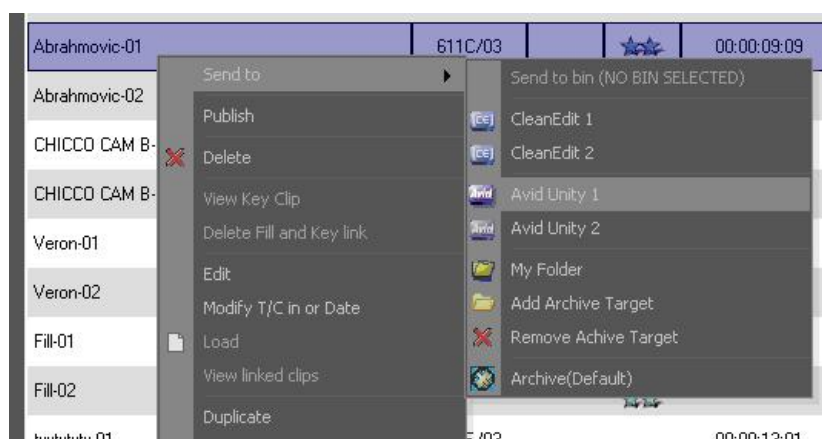
Required Configuration

These destination targets are predefined from the IP Director Remote Installer and a corresponding XFile XML unit must have been correctly configured. Refer to the IP Director Remote Installer and XFile user manual for more information.

3.2.14 HOW TO SEND A CLIP TO AN AVID SYSTEM USING THE TRANSFER MANAGER

To send a clip to an AVID system using the Transfer Manager, proceed as follows:

- Select a predefined AVID TM target from the Send To > Avid sub menu of the clip contextual menu.



On a Unity system, once the clip has been sent, it is immediately available in the AVID media manager database. It can then be inserted into a bin and can be inserted into an edit.

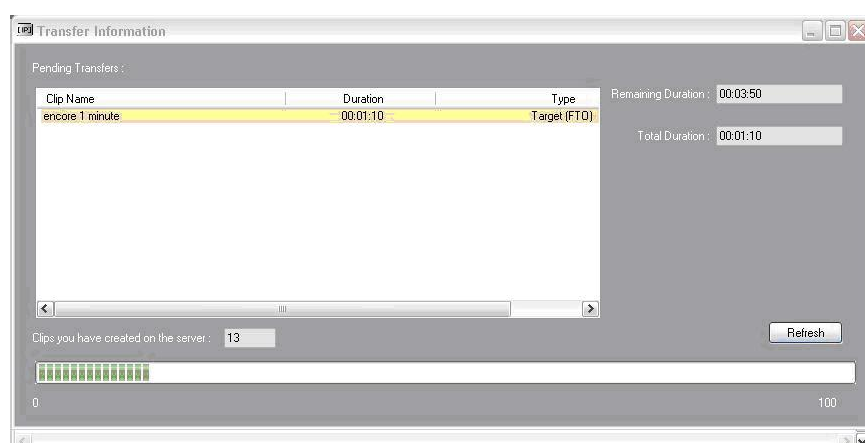
Required Configuration

These AVID destination targets are predefined from the IP Director Remote Installer. Refer to the IP Director Remote Installer manual for more information.

AVID TM and XFile must have been correctly configured in order to automate this procedure. Please refer to the corresponding user's manual for more information.

3.2.15 MONITORING TRANSFERS

It is possible to monitor all transfers to a destination target, a CleanEdit or AVID system using the Transfer Information windows available from the Tools > Transfer Information main menu. This opens the Transfer Information window:



Clip transfers that are not completed appear in the Pending Transfers list. For every transfer, the following information is displayed: Clip Name, Clip Duration (including guard bands) and the type of transfer. These fields are described in the table below.

TYPE OF TRANSFER

- **Target (Target name):** all transfers resulting from a 'Send To - Destination target' operation.
- **CleanEdit (Target name):** all transfers resulting from an 'Send To - CleanEdit' operation.
- **AVID (Target name):** all transfers resulting from a 'Send To - Avid' operation.

TOTAL DURATION

This field specifies the total duration of all individual clips that are still pending transfer.

REMAINING DURATION

The system can be setup in order to put a limit on the maximum duration of a clip (or the combined duration of several clips) that one particular user can send at a time.

The **Remaining Duration** corresponds to this limit duration minus the total duration of pending transfers showing you the amount of time (or rather clip durations) that you can currently still transfer.


CLIPS YOU HAVE CREATED ON THE SERVER

The system can be setup in order to limit the number of clips one user can create on the server. This limit is indicated on the right side of the progress bar.

The number of clips the user has created on the server is indicated in the **Clips you have created on the server** box. Once the limit has been reached, an error message is displayed in the error list at the bottom of the main window.

3.2.16 TRANSFER HISTORY

The history of all transfers can be displayed by selecting Tools > View own clips status and history from the IP Director main menu. This opens the Status and History window:



Clip Name	LSM ID	Process Type	Status	Error Message	Starting Time	Ending Time
Test 30sec	6144/S	Target (FTO)	FAILURE	Not enough space on disk	5/16/2006 4:57:41 PM	5/16/2006 5:01:50 PM
Test 30sec	6144/S	Target (FTO)	FAILURE	Not enough space on disk	5/16/2006 5:01:50 PM	5/16/2006 5:04:28 PM
Test 30sec	6144/S	Target (FTO)	SUCCESS		5/16/2006 4:57:41 PM	5/16/2006 5:01:50 PM
Test 1min	6144/S	Target (FTO)	SUCCESS		5/16/2006 4:57:05 PM	5/16/2006 5:00:50 PM
Test 3 min	6144/S	Target (FTO)	SUCCESS		5/16/2006 4:56:10 PM	5/16/2006 4:59:40 PM
encore 1 minute	6144/S	Target (FTO)	IN PROGRESS		5/16/2006 5:04:28 PM	

In this window, one line corresponds to one transfer. The following information is displayed for each transfer:

- name and LSM ID of the clip transferred
- clip type
- clip status
- error message (in case an error occurred)
- timing information

The various fields are described in the following sections:

CLIP NAME AND LSM ID

These fields include the name and LSM ID of the clip which has been transferred.

TRANSFER TYPE

The type of transfer can be on of the following:

Target (Target Name)	The clip has been sent to a destination folder (indicated by the target name) via a Send To command.
Clean Edit (Target Name)	The clip has been sent to an XStore workstation (indicated by the target name) running CleanEdit applications.
AVID TM (Target Name):	The clip has been sent to an AVID system through a Transfer Manager (indicated by the target name).

STATUS

The status of the transfer can be one of the following

SUCCESS	The transfer has been successfully transferred to the corresponding target
IN PROGRESS	The transfer is still in the transfer queue. It is not completed.
ERROR	The transfer has not been successfully completed. Some errors occurred. Refer to the Error message column to know what could be the cause of the error.

ERROR MESSAGE

This field specified the message indicating the cause of the error.

This is an example of an error message:

```
Not enough space on disk. The file could
not be copied to the destination target
because the disk drive was full. Free
some space on disk.
```

STARTING TIME

The starting time is the time when the transfer started.

ENDING TIME

The ending time is the time when the transfer ended.

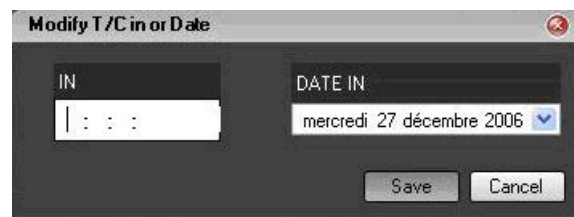
3.2.17 HOW TO MODIFY THE T/C IN OR THE DATE OF A CLIP

The T/C and date corresponding to the IN point of a clip can be modified from the clip contextual menu. This operation is very useful when re-ingesting a feed which must then be associated to a log sheet, or simply because the A/V material ingested corresponds to A/V material which was originally recorded at a different T/C and date.

To modify the T/C IN or Date of a clip, proceed as follows:

1. Right-click the clip in the Database Explorer.
2. Select the **Modify T/C IN or Date** option from the contextual menu.

This opens the following window:



3. Type the new Timecode IN with the format HH:MM:SS:CS in the IN field, if requested.
4. Select the new Date for the clip in the Date In drop-down list.
5. Click the **Save** button to save the changes.

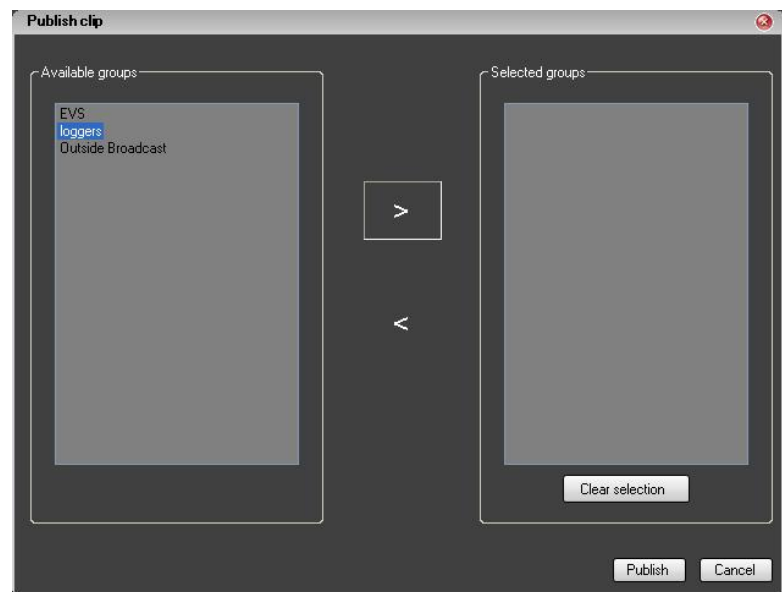
3.2.18 HOW TO PUBLISH A CLIP

Publishing a clip means the clip will be visible by the members of the group(s) the clip is published to.

To publish a clip to groups of users from the Database Explorer, proceed as follows:

1. Right-click the clip to be published in the Database Explorer.
2. Select **Publish** from the contextual menu.

The Publish Clip window opens.



3. Select the user group(s) to which you want to publish the clip in the **Available Groups** area. Keep CTRL pressed for a multiple selection.
4. Click the > sign to move the selected user groups from the **Available Groups** area to the **Selected Groups** area.
5. Select the **Publish** button.

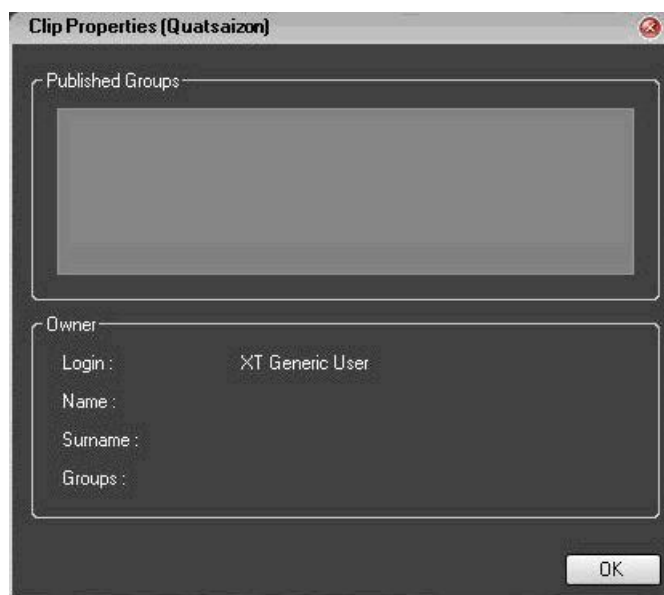
All users belonging to the selected user groups and having visibility rights on the clips will be able to view the clip.

3.2.19 HOW TO VIEW THE CLIP PROPERTIES

To establish the ownership on a clip and the user groups to which a clip has been published, proceed as follows:

- Right-click on the clip and select Properties from the clip contextual menu.

The Clip Properties window opens and displays the requested information:



3.2.20 HOW TO LINK CLIPS TOGETHER

Clips created on ganged channels are automatically linked together. However, you can also link clips together manually. This is performed in the Database Explorer.

To link clips together in the Database Explorer, proceed as follows:



1. Open the Database Explorer
2. Search for the clips to link together
3. Select the clips to link while keeping the CTRL key pressed.
4. Right-click and select the Link option from the contextual menu.

3.2.21 HOW TO CREATE A FILL AND KEY RELATIONSHIP BETWEEN CLIPS

To link two clips in a Fill and Key relationship, proceed as follows:

1. Open the Database Explorer
2. Search for the clips to link together in a Fill and Key association.
3. Select the Key clip to link.
4. Drag and drop it onto the Fill clip keeping the CTRL and SHIFT pressed.

The clips are automatically linked together in a Fill and Key association:

- The Fill Clip icon  is now displayed in the Type column for the Fill clip.
- The Key Clip icon  is now displayed in the Type column for the Key clip. When you select one.
- When you right-click the Fill clip in the Element list, you can access the options View Key Clip and Delete Fill and Key Link in the contextual menu.
- In the Control Panel, the associated key or fill clip is displayed in the Linked to Clips area.

3.3 PLAY-LISTS

3.3.1 INTRODUCTION

Play-Lists are a group of clips put together to play out in a desired order. Depending on the complexity required, different video and audio transitions can be defined between each element of the play-list. Two types of play-lists exist: off-line and on-line play-lists. For more information on what is an online and an off-line play-list, refer to the section on off-line and on-line play-lists in the Play-List Editor chapter, in part 3 of this user manual.

3.3.2 PLAY-LISTS TREE STRUCTURE

Play-Lists are stored in bank 0 of each page within an XT server. There are 10 spaces per page giving 100 play-lists per XT server. The tree structure of the Database Explorer shows each XT server and a sub tree for each page.



Note

Offline play-lists are stored in BINS of the IP Director system. An offline play-list is simply a play-list that does not yet reside on an XT server.




3.3.3 PLAY-LISTS DATA COLUMN HEADINGS

Each play-list record in the result list is detailed in variable width columns providing relevant information about the data stored with each play-list.



Note

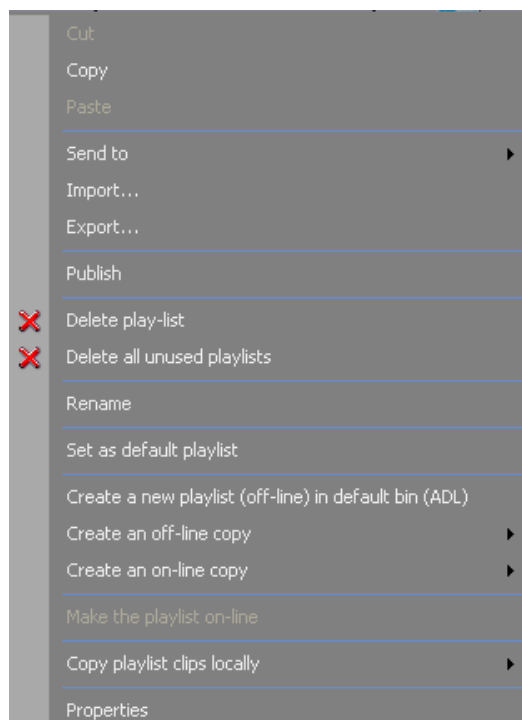
For details of how to hide or show the columns, refer to the section 3.7.1 “Column Organizer”, on page 111.

Column Name	Description
Element	Icon representing the type of play-list:
	 for offline play-lists
	 for online play-lists
	 for timelines



Column Name	Description
Name	A play-list can be named using the XT keyboard, from the Database Explorer, or from the Mini Database Explorer in the Play-List Editor.
Description	Not implemented
LSM ID	XT server that the play-list is on
Duration	Length of the play-list.
Clip Count	Number of clips in the play-list.
Auxiliary Clip	ID Louth of an auxiliary track associated with a play-list.
Owner	User who created the play-list
Published	Groups to which the play-list is published
Creation Date	Date when the play-list has been created

3.3.4 PLAY-LIST CONTEXTUAL MENU

The Play-List contextual menu is available when right-clicking a play-list in the element list. It gives access to actions that can be performed on play-lists in the Database Explorer:



Command	Description
Cut	Not relevant in the element list.
Copy	Copies the play-list to the clipboard. The clip can then be pasted in a bin.
Paste	Not relevant in the element list.
Send to	<p>Provides a list of possible destinations, in a submenu, to which the selected play-list can be sent.</p> <p>Possible destinations for play-lists are:</p> <ul style="list-style-type: none"> • the default play-list or bin • a destination target (any destination visible on the TCP/IP network) that is setup in the Remote Installer to allow play-list transfer. • The Clean Edit system.
Import	<p>Allows importing the play-list structure and play-list related information from an XML file into IP Director.</p> <p>For more information, see also section 3.3.6.</p>
Export	<p>Allows exporting the loaded play-list structure and play-list related information from IP Director to an XML file, after setting up the requested TC for the track.</p> <p>For more information, see the section “How to Export a Play-List” in the Play-List Editor chapter, part 3 of this user manual.</p>
Publish	<p>Opens the Publish Play-List window in which the operators can specify the user groups the selected play-list should be published to.</p> <p>The play-list will be published to the selected groups on the condition that they have the adequate visibility rights.</p>
Delete play-lists	Deletes the selected play-list from the XT Server. This does not delete the related clips.
Delete all unused play-lists	<p>Opens the Delete Unused Play-Lists window from which you can select a reference date for the deletion of play-lists.</p> <p>All the play-lists (on all the XT servers of the XNet network) not used since the reference date will be displayed in the window.</p> <p>All the retrieved play-lists or a selection of</p>

Command	Description
	<p>them can be deleted.</p> <p>For more information, see the section “How to Delete Unused Play-Lists” in the Play-List Editor chapter, part 3 of this user manual.</p>
Rename	Opens the Enter a New Play-List Name window in which the users can modify the name of the play-list selected in the element list.
Set as default play-list	Allows the users to set the selected play-list as default play-list.
Create a new off-line play-list in the default bin	<p>Creates a new empty on-line play-list in the current bin (i.e. the bin selected in the Mini Database Explorer) or in the default bin, depending on the selected command.</p> <p>The user has to specify the play-list name before the new play-list is created. The play-list is automatically loaded in the selected play-list tab.</p>
Create an off-line copy	<p>Creates a new off-line play-list in the default bin (only option available in the element list).</p> <p>This new off-line play-list has the same content as the play-list selected. It also has the same name, preceded by an underscore.</p>
Create an on-line copy	<p>Creates a new on-line play-list in the default bin (only option available in the element list). Before creating the play-list, the operator selects the XT on which it will be created.</p> <p>This new on-line play-list has the same content as the play-list selected. It also has the same name, preceded by an underscore.</p>
Make the play-list on-line	Turns an off-line play-list into an on-line play-list by storing it on a given location on an XT server. An LSM ID is assigned to the on-line play-list.
Copy play-list clips locally	<p>Copies the distant clips of the selected play-list to the local XT, i.e. the XT on which the play-list is created.</p> <p>The clips are physically copied to the local XT and their new LSM ID is displayed in the element list. The Status icon changes from  to .</p>
Properties	Displays information related to the owner and the groups the open play-list has been

Command	Description
	published to.

For more information on these actions, refer to the Play-List Editor chapter, in part 3 of this user manual.

3.3.5 HOW TO DELETE A PLAY-LIST

To delete a play-list, proceed as follows:

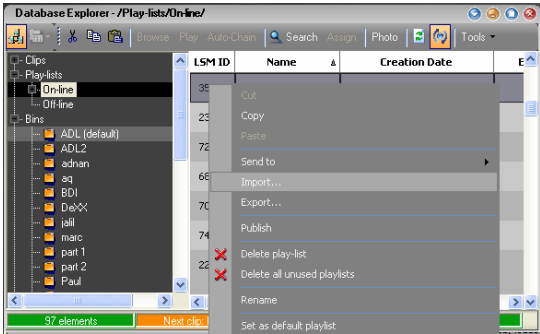
1. Right-click the play-list to delete.
2. Select Delete from the contextual menu.
3. Confirm the deletion from the pop up window that appears on the screen

The play-list is deleted from the XT server and from the Database.

3.3.6 PLAY-LIST IMPORTS

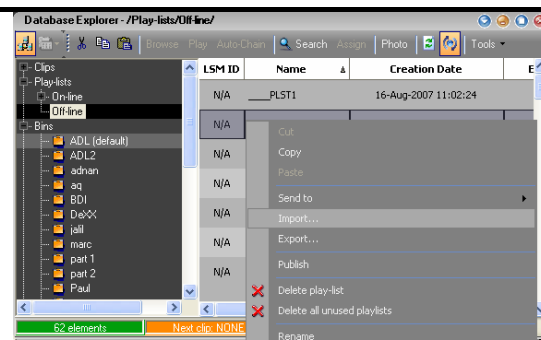
Importing a play-list is available from several locations in the Database Explorer. This option is always available when right-clicking and selecting the Import option or Import a Play-List option from the contextual menu:

Depending on where you import the play-list from in the Database Explorer, the imported play-list will be created as an on-line or off-line play-list. The following table summarizes the various cases:

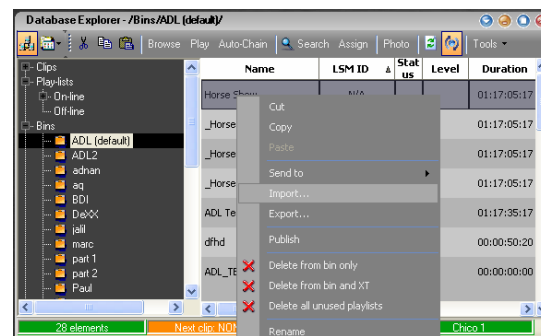
From ...	Play-List type
the contextual menu of the element list when an on-line play-list is selected:	On-line play-list
	
the contextual menu of the element list when an off-line play-list is selected:	Off-line play-list

From ...

Play-List type



the contextual menu of the element list Off-line play-list when a bin is selected in the tree view:



3.4 BINS

3.4.1 INTRODUCTION

All media connected with a particular project or event can be organised into a bin, regardless of its clip number or storage location. This makes it possible to treat the whole XNet network as one storage location searchable by a standard database. The results of searches can be stored to a bin to allow more immediate access to media which may be stored on any machine on the XNet network.

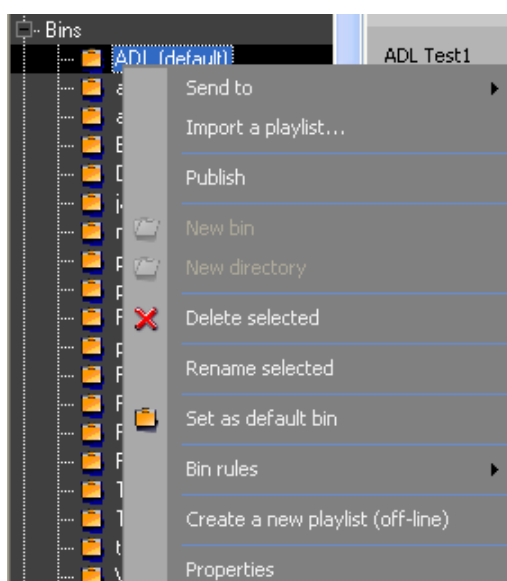
3.4.2 BINS TREE STRUCTURE

The bins tree structure is created as clips are organised so the sub tree is customised by the user, this feature which does not use any of the existing clip structure of the XT platform. In the bin tree structure, the following rules are applicable:

- A directory can include other directories or bins.
- A bin cannot include any directory or bin.

Right-clicking the heading of the bin pin tree opens a contextual menu that gives the choice of creating a new bin or a new directory.

Right-clicking a bin icon in the bin tree opens a contextual menu that gives access to the choices displayed in the screenshot below:



3.4.3 BINS DATA COLUMN HEADINGS

Each bin contains a list of clips or offline play-lists with all the data available for each element. The data column headings are therefore the same as the Clip and play-list column headings, they can be edited in the same way as in the Clips or Play-List tree as described in the section 3.2.5 “How to Edit a Clip From Within the Database Explorer”, on page 57.



Note

For details of how to hide or show the columns, refer to the section 3.7.1 “Column Organizer”, on page 111.

3.4.4 BIN CONTEXTUAL MENU

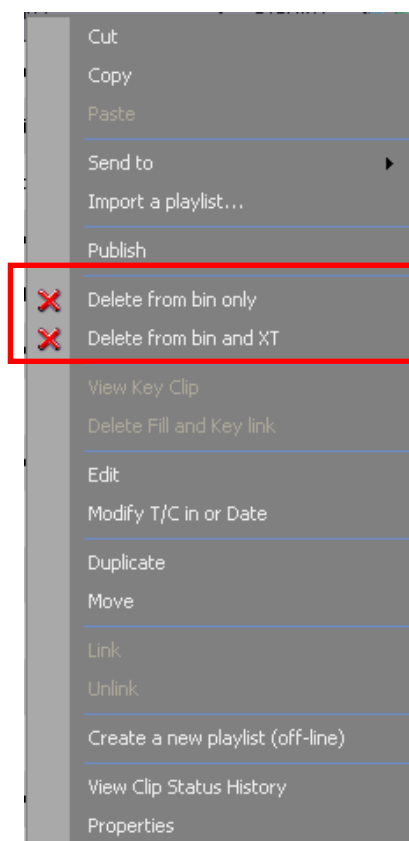
The Bin contextual menu is available when right-clicking an element in the selected bin from the element list. It gives access to actions that can be performed on clips or play-lists, depending on the selected element, from the Database Explorer.

The contextual menus are similar to those available in the element list. For this reason, only the commands that differ from the contextual menus in the element lists will be detailed below. These commands are highlighted in the screenshots below.

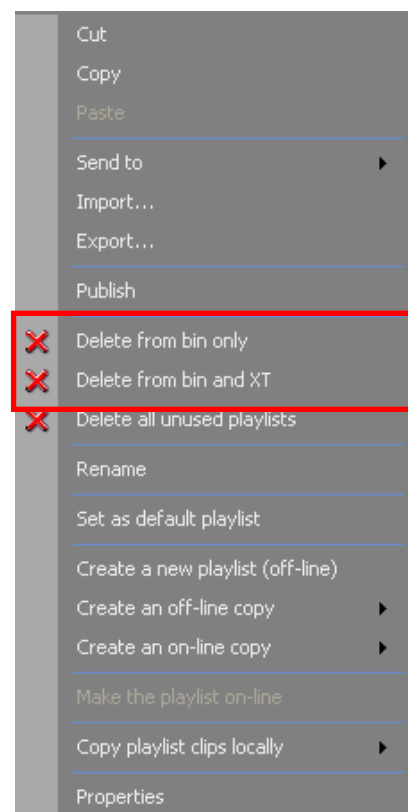
For information on the other commands, refer to the following sections:

- 3.2.4 “Clip Contextual Menu”, on page 55
- 3.3.4 “Play-List Contextual Menu”, on page 74

Clip contextual menu from the
Bin tree view



Play-list contextual menu from
the Bin tree view



Command	Description
Delete from bin only	Removes the selected clip or play-list from the bin.
Delete from bin and XT	Deletes the selected clip or play-list from the bin and the XT server. This option is not available if the clip is part of a play-list.

3.4.5 HOW TO OPEN A BIN IN A BIN WINDOW

To open a bin window to drag clips into or see clips that are included in it, proceed as follows:

- Double-click the bin icon  related to that bin.

3.4.6 DEFINING BIN RULES

A bin rule is a set of criteria that allow clips or play-lists made on selected record trains to be automatically copied to a bin.

A bin rule is always defined for a given bin. It can be defined for clips and/or play-lists. Bin rules apply to all new elements after creation, and do not relate to previously created elements on the system.

HOW TO DEFINE A NEW BIN RULE

To define a new bin rule, proceed as follows:

1. Select a bin in the tree structure and right-click to open the contextual menu.
2. Select the **Bin Rule > Create** menu item.
The Bin Rules window opens.
3. Select the **Clips** or **Play-Lists** tab depending on which elements the rules should be defined.
4. In the tab, click the top icon corresponding to the criterion to be added.
A new record is added in the tab.
5. Specify the rules related to the criterion.
For more information on rule criteria, refer to section 3.4.7 “Bin Rules Window”, on page 84.
6. Repeat steps 4 and 5 for any other criterion you want to add.
7. Click the **Create** button.

The clips and/or play-lists that match the rules you have defined on a given bin will automatically be copied to this bin.

HOW TO MODIFY AN EXISTING BIN RULE

To modify an existing bin rule, proceed as follows:

1. Select a bin in the tree structure and right-click to open the contextual menu.
2. Select the **Bin Rule > Modify** menu item.
The Bin Rules window opens.
3. Select the **Clips** or **Play-Lists** tab depending on which elements the rules should be modified.
4. In the tab, do one of the following:
 - To define a new criterion, click the top icon corresponding to the criterion to be added. A new record is added in the tab.
 - To modify an existing criterion, jump to step 5.
5. Specify the rules related to the criterion in the relevant record.
For more information on rule criteria, refer to section 3.4.7 “Bin Rules Window”, on page 84.
6. Repeat steps 4 and 5 for any other criterion you want to add or modify.
7. Click the **Modify** button.

The clips and/or play-lists that match the rules you have specified on a given bin will automatically be copied to this bin.

HOW TO DELETE AN EXISTING BIN RULE

To delete an existing bin rule, proceed as follows:

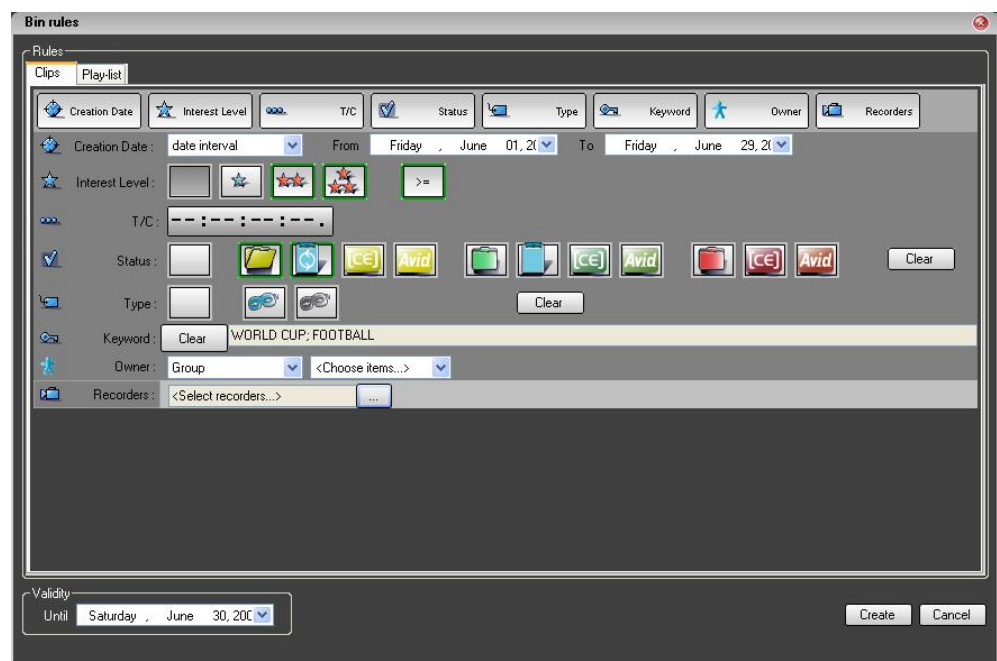
1. Select a bin in the tree structure and right-click to open the contextual menu.
2. Select the **Bin Rule > Delete** menu item.
3. Answer **Yes** to the question “Do you really want to delete the bin rules of bin <bin name>?”

3.4.7 BIN RULES WINDOW

When you create or modify a bin rule related to a given bin, you can specify criteria that will be applied to clips or play-lists in the Bin Rules window.

The bin rules defined will only be applied to the clips created after the bin rule has been created. When a clip is created or modified, IP Director checks the clip information against the bin rules defined. Then, it copies the clip to the bins if the rules for that bin match the clip information.

The screenshot below displays all the criteria that can be used to define bin rules on clips:



CRITERIA OVERVIEW

Different criteria are available depending on the element, i.e. clip or play-list, on which you want to specify bin rules. The following table provides an overview of the available criteria and indicates on which element they can be defined:

Field	Criteria based on the ...	Clip	Play-List
Creation Date	Date when the element has been created.	√	√
Interest Level	Interest level defined on the clip.	√	
T/C	Time code interval in which the clip has been created.	√	
Status	Status associated with the clip.	√	
Type	Type associated with the clip.	√	
Keyword	Keywords assigned to the clip.	√	
Owner	Owner of the clip.	√	√
Recorders	Recorders on which the clip has been created.	√	-
XT Servers	XT Servers on which the play-list is located.	-	√

PRINCIPLES FOR CRITERIA DEFINITION

The following principles are applicable in the Bin Rules window:

- When you click a top icon corresponding to a criterion, e.g.



, an empty record corresponding to this criterion is added in the tab:



This allows the user to specify search values for this criterion.

- If you click again on a top button after specifying values in a related record, the record is hidden. The values defined in hidden records are stored until the rule is saved. The values defined in hidden records will be lost with the save action.
- When an icon is selected in one of the criteria, it is highlighted in green.
- For several criteria, you can specify more than one value within a record, e.g. for the keyword criterion. The clips that

contain one of the defined values, i.e. one of the defined keywords, will fulfil the criterion. This principle is also valid for the Status, Owner and Recorder fields.

- When several criteria are defined in a bin rule, the clips should meet at least one value in each of the defined criteria to match the bin rule. All rules are therefore an 'AND' form of searching, and cannot be performed as an 'OR' search.

CREATION DATE



The Creation Date criterion allows specifying a date interval OR a number of days back in the past. The clips that have been created within the given date interval or within the number of days specified will meet the criterion on the Creation Date.

Since the bin rule is only applied on the clips created after the bin rule definition, you should take the following remarks into account:

- If you select a Creation Date criterion based on a date interval, select a date interval in the future.
- If you select a Creation Date criterion based on the last 2 days, for example, the new clips will only be checked against the bin rule two days after the bin rule has been defined.

To specify a creation date criterion, proceed as follows:

1. Select the 'date interval' or 'last x days' value from the left drop-down list
2. Select a From data and To date or a number of days from the drop-down lists, depending on the value selected in the left field.


INTEREST LEVEL



The Interest Level criterion allows specifying an interest level or a minimum interest level. The clips to which one of the selected interest levels is assigned will meet the criterion on the Interest Level.

To specify that clips with a given interest level should be taken into account, select the corresponding interest level icon.

To specify that clips with at least a given interest level should be taken into account, select the lowest interest level to be taken

into account and click the  icon. The higher interest levels will be selected.

T/C



The T/C criterion allows specifying a timecode. The clips that contain the specified timecode, between its limit IN and limit OUT, will meet the Timecode criterion. If the limit IN or limit OUT of the clip corresponds to the specified timecode, the clip will also fulfil the criterion.

Example

If the timecode specified in the T/C criterion is 05:10:30:00 (5h 10mn 30 sec), the following clips will match the defined criterion:





- Clips having a limit IN equal to 05:10:30:00.
- Clips having a timecode equal to 05:10:30:00 between the limit IN and limit OUT.
- Clips having a limit OUT equal to 05:10:30:00.









STATUS



The Status criterion allows specifying a transfer status. The clips that have one of the specified statuses will meet the Status criterion.

The table below describes the various possible statuses that can be taken into account in the bin rule:

Icon	Description
	When this icon is selected, the clips that have not been subject to any transfer, i.e. not transferred to a destination target, to XFile, to CleanEdit nor to AVID, fulfil the Status criterion.
	When this icon is selected, the clips which are still in the process of being transferred to a destination target fulfil the Status criterion.
	When this icon is selected, the clips which are still in the process of being sent to an XFile fulfil the Status criterion.
	When this yellow icon is selected, the clips which are still in the process of being sent to an XStore platform (running a CleanEdit application) fulfil the Status criterion.


Icon	Description
	When this yellow icon is selected, the clips which are still in the process of being sent to AVID fulfil the Status criterion.
	When this green icon is selected, the clips which have successfully been sent to a destination target fulfil the Status criterion.
	When this icon is selected, the clips which have successfully been sent to an XFile fulfil the Status criterion.
	When this green icon is selected, the clips which have successfully been sent to an XStore platform (running a CleanEdit application) fulfil the Status criterion.
	When this green icon is selected, the clips which have successfully been sent to AVID fulfil the Status criterion.
	When this red icon is selected, the clips for which the transfer to an XFile ended with errors fulfil the Status criterion.
	When this red icon is selected, the clips for which the transfer to an XStore platform (running a CleanEdit application) ended with errors fulfil the Status criterion.
	When this red icon is selected, the clips for which the transfer to AVID ended with errors fulfil the Status criterion.



TYPE



The Type criterion allows specifying a clip type or no clip type. The clips to which the selected type has been assigned will meet the Type criterion.

The table below describes the possible types that can be taken into account in the bin rule:

Icon	Description
	When this icon is selected, the clips which have no specific type assigned fulfil the Type criterion.

Icon	Description
	When this icon is selected, the clips which have the Fill type assigned fulfil the Type criterion.
	When this icon is selected, the clips which have the Key type assigned fulfil the Type criterion.

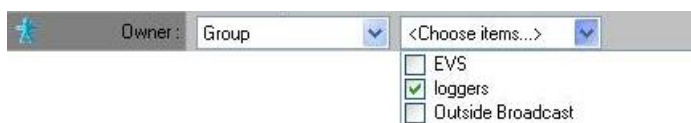
KEYWORD



The Keyword criterion allows specifying one or more keywords. The clips having one of the keywords specified in the criterion fulfil the Keyword criterion.

To add keywords to the Keyword criterion, open the Keyword Grid or dictionary and select the keyword you want to add to the Keyword record in the bin rule. They will automatically be added to the Keyword record.

OWNER

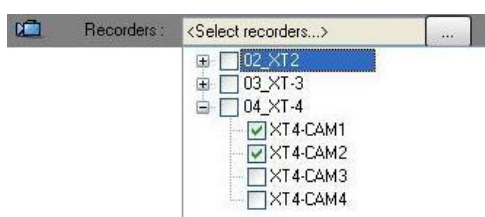


The Owner criterion allows specifying one or more users or user groups. The clips or play-lists that have been created by one of the specified users or user groups fulfil the Owner criterion.

To specify a search criteria on owners, proceed as follows:

1. Select the 'User' or 'Group' value from the left drop-down list.
2. Select one or more user(s) or group(s) from the right drop-down list, depending on the value selected in the left field.

RECORDER



The Recorder criterion allows specifying one or more recorders.

The clips that have been created on one of the selected recorders fulfil the Recorder criterion.

The play-lists that are stored on one of the selected recorders fulfil the Recorder criterion.

The Recorder drop-down list gives access to the XT server structure which displays all the recorders on all XT servers of the XNet network. In the structure, you can perform the following selections:

- Select an XT server. All the recorders on this XT server are automatically selected.
- Select one or more recorders on one or more XT servers.



Note

The XT structure displayed in the Recorder field depends on the View XT Structure setting defined in the General tab of the Tools > Settings menu.

VALIDITY DATE



The validity date specifies until when the bin rule will be applied. The clips or play-lists matching the bin rules will no longer be copied to the bin from the end of the day specified in the Validity field. When you create the bin rule, the default validity date is one day.

The validity date is calculated against the current date and time defined on the XT server. This is displayed in red font on the top right corner of the IP Director main window.

The last day before the expiration date, the Bin Rule icon, displayed next to the bin in the tree structure will turn red to inform the user that the bin rule will expire at the end of the current day.



3.5 LOGS

3.5.1 INTRODUCTION

The logs section of the Database Explorer allows the user to browse for a log of any event for which a log has been created and then to use the free text search engine or Keyword Grids to filter the data to provide required results.

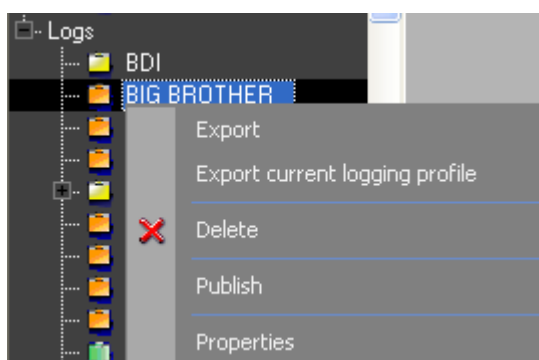
Folders can be created in the Logs area of the explorer tree to enhance the database structure and make the collation and search of data easier.

3.5.2 LOGS TREE STRUCTURE

The logs tree structure is created by making new directories to store logs in. The logs tree is customised by the user, by adding directories relevant to the Production.

Right-clicking the heading of the bin tree opens a contextual menu that gives the choice of creating a new directory, deleting the selected directory, publishing a directory or viewing its properties

Right-clicking a log icon in the log tree opens a contextual menu that gives access to the choices displayed in the screenshot below:



The user can take advantage of the log directories by searching all log sheets contained inside the directory. This allows for a search across a range of log sheets instead of all sheets in the system.



Note

If the user has selected a directory in the logs tree structure, the system will disable the Automatic Refresh option for that time being. This is to minimize wasteful database query updates on the browser window.

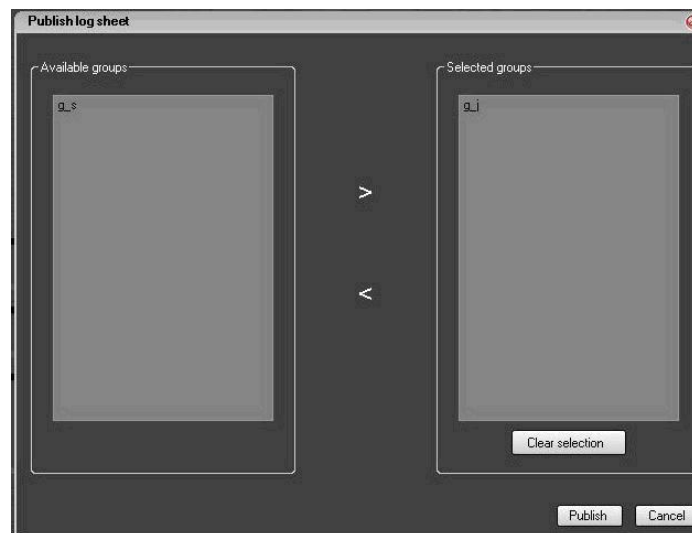
3.5.3 HOW TO PUBLISH A LOG DIRECTORY OR A LOG SHEET

A log can be made available to all users or only to certain groups of users as defined by the user rights management system in IP Director.

To publish a log to given groups of users from the Database Explorer, proceed as follows:

1. Right-click the log to be published in the Database Explorer.
2. Select **Publish** from the contextual menu.

The Publish Log window opens.



3. Select the user group(s) to which you want to publish the log in the **Available Groups** area. Keep CTRL pressed for a multiple selection.
4. Click the > sign to move the selected user groups from the **Available Groups** area to the **Selected Groups** area.
5. Select the **Publish** button.

All users belonging to the selected user groups and having visibility rights on the clips will be able to view the log.



Note

If the Publish action is done from a directory, all log sheets present in this directory and its sub-directories will be published to the selected groups of users.



Note

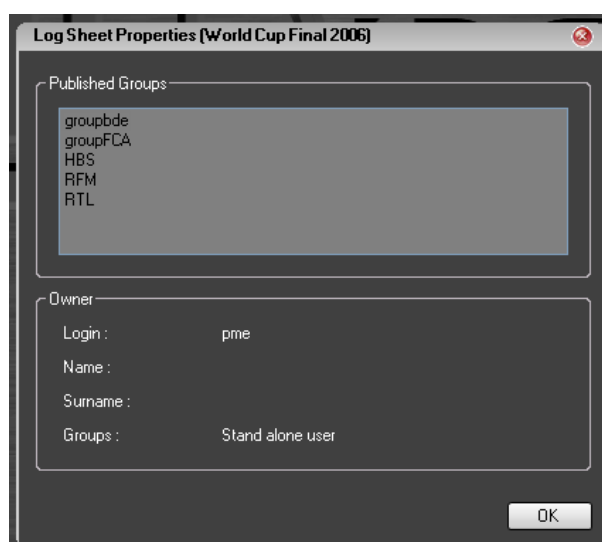
User rights are set up in the User Manager application provided with IP Director and can be set only by an administrator.

3.5.4 HOW TO VIEW THE LOG DIRECTORY PROPERTIES

To establish the ownership on a clip and the user groups to which a log directory has been published, proceed as follows:

- Right-click on the log and select 'Properties' from the clip contextual menu.

The Log Sheet Properties window opens and displays the requested information:



3.5.5 HOW TO DELETE A LOG SHEET FROM THE TREE

Log sheets can be deleted from the Database Explorer. They must be deleted one by one. A delete operation is not available from a log directory.

To delete a log sheet, proceed as follows:

1. Right-click the log sheet to delete.
2. Select Delete from the contextual menu.
3. Confirm the deletion from the pop-up window that appears on the screen

The log sheet is deleted from the XT Server and from the database.

3.5.6 HOW TO EXPORT A LOG SHEET FROM THE TREE

A log sheet can be exported from the tree structure either in XML or in text format (CSV).

To export a log sheet from the tree structure, proceed as follows:

- Right-clicking the log sheet and select **Export** from the contextual menu.

3.5.7 HOW TO EXPORT A LOGGING PROFILE FROM THE TREE

A logging profile used with a log sheet can be exported from the tree in XML format.

To export a logging profile from the tree structure, proceed as follows:

- Right-clicking the log sheet for which the profile should be exported and select **Export Current Logging Profile** from the contextual menu.




3.5.8 HOW TO PRINT A LOG SHEET

A log sheet cannot be printed directly from the Database Explorer. The user must proceed to the IP Logger application to initiate a printing.

3.5.9 LOGS DATA COLUMN HEADINGS

Each log record in the result list is detailed in variable width columns providing relevant information about the data stored with each log.

Column Name	Description
Event Date	Date of the log sheet as defined when it was created
Event	Name of the log sheets defined when it was created.
Log Date	Date as defined when the log sheet was created
Log T/C	Captured T/C associated with the data which has been entered on to the log

Column Name	Description
Description	Free text entry description added by user
Level	A rating can be given to a log from no stars to three stars (**). This can be done at any time and can provide a useful search filter for use in the Database Explorer.
Keyword	The first five keywords associated with this log sheet
Parent Keyword	The keywords associated globally to the entire log sheet. The keywords defined in the second step of the 'new log sheet wizard'.
Associated Clips	Any clips which have the T/C on the log within them, and that have been made on the relevant recorder channels defined in the log sheet.
Automatic Keywords	<p>If automatic keywords have been defined in the logging profile used with the log sheet, a column will appear for every automatic keyword in the IP Logger list.</p> <p> Note: These columns are not displayed if no logging profile is used with the log sheet or if no 'Automatic keyword' section was present in the logging profile.</p>
User's Fields	<p>If user's fields have been defined in the logging profile used with the log sheet, a column will appear for every user's field in the IP Logger list.</p> <p> Note: These columns are not displayed if no logging profile is used with the log sheet or if no 'User's field' section was present in the logging profile.</p>
Comment Flag	This feature makes the log entry just a comment. This type of log will be displayed in the IP Logger interface with a different colour. It can be useful as a visual aid to separate a group of logged events appearing within a log sheet, such as the sets of a tennis match.
 Note	For details of how to hide or show the columns, refer to the section 3.7.1 'Column Organizer', on page 111.

3.6 VIEWING, BROWSING AND SEARCH OPTIONS

3.6.1 INTRODUCTION

This section includes three subsections on viewing, browsing and filtering options available in the Database Explorer:

Name	Description
View Options	Options to modify the view of the tree structure and/or the result list. For more information, refer to section 3.6.2 'View Options', on page 96.
Browse Options	Options to browse and play clips and play-lists. For more information, refer to section 3.6.3 'Browse Options', on page 97.
Search Options	Options to search in the Database Explorer. For more information, refer to section 3.6.4 'Search Options', on page 100.

3.6.2 VIEW OPTIONS

SHOW TREE ICON

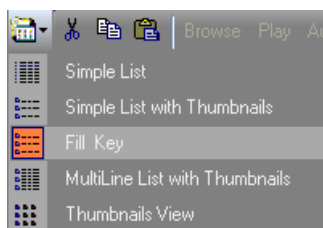


Shows or hides the folder and tree structure

LIST VIEW ICON



Provides a list of options for the preferred settings of the list view:





Note

Thumbnails can be created automatically when there is an XFile designated within the thumbnails configuration in the Remote Installer application of IP Director. Refer to the Technical Reference manual for further details.

Thumbnails can be created manually from the Control Panel and from the Database Explorer. Refer to the chapters related to these applications for further details.

3.6.3 BROWSE OPTIONS

Browse Play Auto-Chain

These menu options make it possible to load a clip onto a player channel, play a clip on a player channel or play the list of clips displayed in the Database Explorer on a player channel.

They can only be used when a channel is assigned to the Database Explorer.

These icons become active in the menu when the user is within the Clip tree or on a given bin in the tree structure

These icons turn orange in the menu when the user the corresponding option is currently used in the Database Explorer.

BROWSE

Browse

When enabled, selecting a clip will go to the first frame of a clip on the associated channel, but does not play it.

PLAY

Play

When enabled, selecting a clip will go to the first frame of a clip on the associated channel, and play it.



Note

This mode is not recommended when selecting clips to play for live transmission as there will be a delay between the loading of the clip and the play-back.

AUTO-CHAIN

Auto-Chain

The auto-chain mode makes it possible to play clips one after the other as they are displayed in the Database Explorer window. The clips are played without transition effects on the player channel assigned to the Database Explorer.

The clips can be played from the clip structure, from a bin or from the result of a search in the Database Explorer.

If play-lists or trains are included in a list of elements on which the auto-chain mode is applied, they will be skipped.

HOW TO PLAY CLIPS IN AUTO-CHAIN MODE

Before playing clips in auto-chain mode, you need to ensure that a player channel has been assigned to the Database Explorer. For more information on this, refer to section 3.7.6 'How to Assign a Player Channel to the Database Explorer', on page 114.

To start playing clips in auto-chain mode, proceed as follows:

1. In the Database Explorer, open the clip structure or the bin from where you want to play clips in auto-chain mode.
2. Click the Auto-Chain icon in the Database Explorer menu.
The auto-chain mode is activated and the icon turns orange.
3. Click the first clip from where you want to play in auto-chain mode.

The clip is directly played on the player assigned to the Database Explorer. Then all the subsequent clips displayed in the Database Explorer window are played in the displayed sequence until the last clip of the list has been played.

TRANSPORT FUNCTIONS IN AUTO-CHAIN MODE

Various transport functions are available in auto-chain mode to shift the auto-chain play mode on to a clip than is not the next one in the sequence.

The transport functions are executed in the following way:

- Double-click:** Double-clicking a clip preloads it onto the player channel. The operator needs to use the Play shortcut (P) to play the clip.
- Click:** Clicking a clip loads it onto the player channel and plays it immediately.
- CTRL+Click:** Clicking a clip with the CTRL key pressed plays the selected clip when the current one is played out.

USING AUTO-CHAIN MODE IN SEVERAL DATABASE EXPLORER WINDOWS

The operator can open several Database Explorer windows and use them in auto-chain mode with the same player channel or with different player channel assigned.

If different players are assigned, they will be considered as independent from each other. Using the auto-chain mode in one of the window will not affect the second open Database Explorer window.

If the same player is assigned, the Data Explorer window on which the auto-chain mode has been used last is considered as the master window. It has the lead over the player channel.

Using two Database Explorer windows assigned to the same player channel leads to the following possible situations:

- When the operator performs a search on the master Database Explorer window, the current clip is played out and the first clip of the search results is automatically chained.
- When the operator performs a search in the secondary Data Explorer window, this does not impact the auto-chain in the master window. The operator needs to activate the auto-chain to take the lead over the player channel and start playing the clips in auto-chain mode.

3.6.4 SEARCH OPTIONS

There are several methods available to search the database for media. These methods are customizable by the menus and icons displayed at the top of the Database Explorer window.

There are several ways to define the search criteria from Database Explorer. Each method described here can be used on its own or in conjunction with other methods to produce the required result.

FILTERING USING THE TREE STRUCTURE

The Database Explorer application has a tree structure which enables the first phase of a search for material to be conducted. By filtering through the tree structure it is indeed possible to restrict the search to specific locations on the XNet network, play-lists, within bins or logs.



FILTERING USING SEARCH OF METADATA

Selecting the Search icon  in the menu reveals the Filter toolbar (see screenshot below). You can use this toolbar to search for clips and see the associated metadata.



Note

The search can be refined to a specific area of the database depending on the tree level selected in the tree structure.

HOW TO OPEN A SEARCH FILTER

A filter can be opened simply by clicking on the corresponding button in the toolbar, or by using its corresponding shortcut.

Clicking a filter icon does not perform the search. It only displays the filter parameters which will be used to refine the search.

HOW TO COMBINE SEARCH FILTERS

Different filters can be used at the same time to refine the search.

For example, you can use the Keywords filter (selecting 'Goal' and 'Beckam' keywords in a Keyword Grid) with the 'Date' filter (today) to perform a search on all clips which correspond to the goals Beckham scored today.

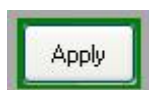


Note

Only 'AND' mode of searching is available currently. If the user selects multiple criteria, only clips that match all filters will be displayed.

HOW TO ACTIVATE THE OPENED FILTERS

To activate the filters and get the corresponding result, you need to click the **Apply** button.



When the results are displayed, the APPLY button is surrounded by a green rectangle meaning that the clips displayed in the list correspond to the result of all opened filters.




When the apply button is surrounded by a red rectangle, it means the clips displayed in the list do not correspond to the result of all opened filters. This is typically the case when you open a new filter before clicking on APPLY.

HOW TO CLOSE A FILTER

To close a filter, click again on the corresponding button in the Filter toolbar. Closing a filter will modify the search result. It will re-apply all opened filters (now without the one which has been closed).

HOW TO CLOSE OR RESET ALL FILTERS



All filters can be closed by clicking on the  button in the Filter toolbar. This operation will reset the search result. The list will display all clips based on the tree level selected in the tree structure.

This operation does not close the Filter toolbar so that a new filter can then be re-applied.

HOW TO HIDE THE FILTER TOOLBAR

Clicking on the Search icon  when the Filter toolbar is displayed will reset the search result and hide the Filter toolbar.

3.6.5 SEARCHING FOR CLIPS

TEXT SEARCH



Shortcut	Description
SHIFT + CTRL + F	Search for clips based on a free text. The engine only searches in the columns selected in the drop-down menu.

Parameter	How to use
Search columns	Define the columns in which the engine will effectively search for the text entered.
Including/ Starting with	Indicate if the engine will search for entries that include the text entered or only entries that start with the text entered.
Text	Type the text to search for.

By typing a word into the box and pressing Enter on the keyboard, a search is performed on the word entered.

In Including mode, if 2 words are entered a search will be performed on both words and produce results containing either of the words.

If the search criteria are entered within quotation marks the results produced will be based on the exact phrase entered between the quotation marks.

SEARCH BASED ON THE DATE



Shortcut	Description
SHIFT + CTRL + D	Search for clips based on a date interval or within the last x days (from today)

Parameter	How to use
Date Interval	Select the 2 dates From/To defining the interval of the search.
Last x days	Select the number of days starting today going back in time on which the search will be performed.

TIMECODE SEARCH



Shortcut	Description
SHIFT + CTRL + T	Search for clips including a certain timecode.

Parameter	How to use
T/C	Type the timecode to search for.
Grab	If a player channel is associated to the Database Explorer, clicking on Grab will grab the current timecode of that channel.
AutoGrab	If checked and if a player channel is associated to the Database Explorer, it will automatically grab the on-air T/C of the channel every time the user opens the filter or presses Shift + Ctrl + T on the keyboard.

INTEREST LEVEL SEARCH



Shortcut	Description
SHIFT + CTRL + L	Search for clips based on their interest level rating. The search can be done from a certain level up, or corresponding to an exact interest level.

Parameter	How to use
Star buttons	Select the level from 0 to 3 stars.
>=	<p>If pressed, the search includes clips with at least the selected level. For example, if ☆☆ is selected, the result will return clips with interest level of 2 or 3 stars.</p> <p>If not pressed, the result will only return clips which have the exact selected level. For example, if ☆☆ is selected, the result will only return clips with an interest level of 2 stars.</p>

SEARCH BASED ON THE CLIP TYPE















Shortcut	Description
SHIFT + CTRL + Y	Select clips of a certain type : No type, Fill or Key. Buttons are not exclusive and can be combined.

Parameter	How to use
Type	<p>Select the type you would like to search for.</p> <p>The different possibilities are: 'No type', 'Fill', 'Key'. The types can be combined.</p> <p>For example if Fill & Key type are both selected, the result will provide both fill and key clips in the clip level selected in the tree structure.</p>
Clear	Click to reset the selection.

SEARCH BASED ON THE CLIP STATUS



Shortcut	Description
SHIFT + CTRL + U	Select clips with a certain status.

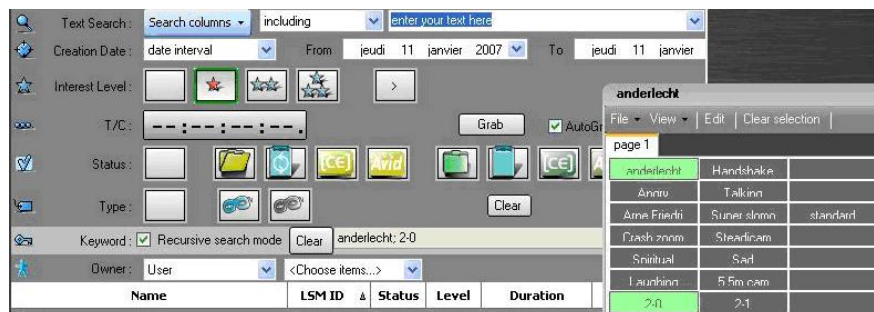
Parameter	How to use
Status	
	Clips which have not been sent to any destination target.
	Clips which have been sent to a destination target, for which the transfer is not yet complete.
	Clips which have been sent to an XFile, for which the transfer is not yet complete.
	Clips which have been sent to an XStore platform (running a CleanEdit application), for which the transfer is not yet complete
	Clips which have been sent to an AVID system, for which the transfer is not yet complete
	Clips which have been sent to a destination target, for which the transfer is complete
	Clips which have been sent to an XFile, for which the transfer is complete.
	Clips which have been sent to an XStore platform (running a CleanEdit application), for which the transfer is complete
	Clips which have been sent to an AVID system, for which the transfer is complete
	Clips which have been sent to a destination target, for which the transfer ended with errors
	Clips which have been sent to an XStore platform (running a CleanEdit application), for which the transfer ended with errors
	Clips which have been sent to an AVID system, for which the transfer ended with errors
Clear	Reset the selection.

KEYWORD SEARCH

Shortcut	Description
SHIFT + CTRL + K	Search for clips based on their associated keywords. Keywords can be selected from either a Keyword Grid or a dictionary.

By selecting keywords on the Keyword Grid or dictionary and then clicking on **Apply** from the Keyword Grid, the dictionary or the filter toolbar (or even pressing ENTER on the keyboard) a search of the database is performed.

The selected keywords are displayed in the keyword text box.

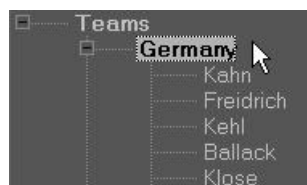


For each keyword entered the search is refined, for example if only one word is entered all clips containing that word will appear, if a second word is added the search will only show the results in which both keywords are found and so on.

Parameters

Recursive search mode:

When the 'recursive search mode' is enabled, if a keyword is selected in a dictionary, the search will also consider the child keywords (one level down in the dictionary). So for example, with the following dictionary:



If the operator selects GOAL from a Keyword Grid and selects Germany in the dictionary, the result of the search will give all elements which has

- GOAL and Germany, or
- GOAL and Kahn, or

- GOAL and Freidrich, or
- GOAL and Kehl, or
- GOAL and Ballack, or
- GOAL and Klose


If player 1 is the parent of some keywords, they are not taken into consideration in the search request because the recursive mode is only available one level down the selected dictionary tree.

When the recursive search mode is disabled, the keywords taken into account in the search result are only the selected ones (and not their children).

Clear: Reset the selection

3.6.6 SEARCHING FOR LOG EVENTS

If the log area of the tree structure is selected all events logged are shown. Selecting a folder or a specific log sheet within a folder will filter the results according to the selections made.

It is also possible to search for logs using the filters toolbar which can be activated by clicking on the  icon in the main toolbar.

The filters available for logs are :

- Text search
- T/C
- Date
- Interest level
- Keywords.

All filters are the same as clip filters (see previous section) except the T/C filter:

TIMECODE SEARCH



Shortcut	Description
SHIFT + CTRL + T	Search for logs created at a certain timecode or created within a specified range based around the timecode entered.

Parameter	How to use
T/C	Type the timecode to search for.
Range	The range defines the interval around the timecode entered for which the search will also apply. The default range entry is 5 seconds.
Grab	If a player channel is associated to the Database Explorer, clicking on Grab will grab the current timecode of that channel.
AutoGrab	If checked and if a player channel is associated to the Database Explorer, it will automatically grab the on-air T/C of the channel every time the user opens the filter or presses Shift + Ctrl + T on the keyboard.

3.6.7 HOW TO VIEW A EVENT ON A LOG

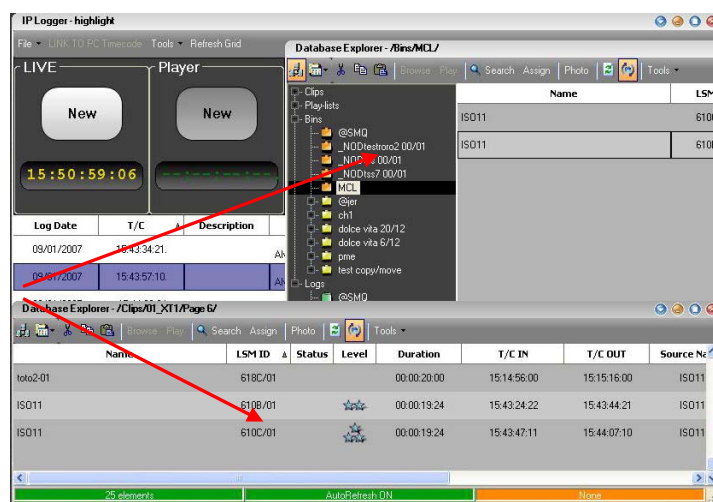
If a channel is associated with the Database Explorer and the media is still available on the Preview recorder, you can use the following options to view the A/V media relevant to the log entry:

- Selecting the log event will cue the record train at the log entry TC on the database window's associated output channel.
- Using the arrows in the menu bar or the next train, previous train buttons on the ShuttlePRO will change between available record trains on the log entry TC value.

3.6.8 HOW TO MAKE AUTOMATIC CLIPS BASED ON A LOGGED EVENT

To automatically make a clip based on a log entry on the record train selected as the preview recorder, proceed as follows:

1. Click on the event on the log sheet in the Database Explorer.
2. Drag the log entry onto a bin in the Database Explorer tree or onto an open BIN window.



A clip or series of clips are automatically created with IN points and OUT points determined by the values specified in the Clip Creation Settings tab of the Tools > Settings menu. For more information on this setting, refer to the description of the Tools menu in the section on IP Director main window.



Note

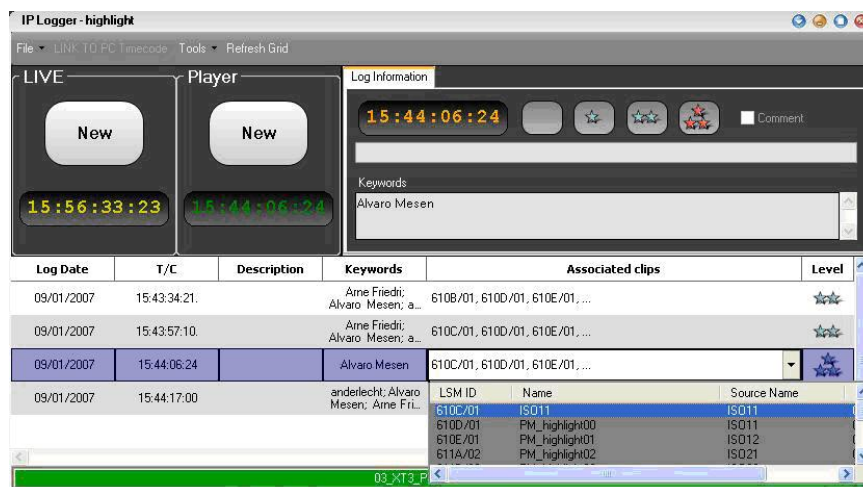
It is possible to create a clip on all relevant recorders in one single drag & drop operation simply by holding the SHIFT key on the keyboard.



Note

If the CTRL key is hold during the drag & drop operation, the 'Save Clip' window is opened. It is then possible to name the clip and associate some metadata.

3.6.9 HOW TO RECALL AN ASSOCIATED CLIP



If an associated clip is selected from the drop-down box that appears when the associated clip area is selected on an event, this clip will appear on the assigned player channel regardless of its record source. The player area will display the timecode within the clip that has been recalled.

A selected clip or group of clips can be added to a bin in the Database Explorer or to play-list on the Play-List Editor for later use by using a drag and drop command from the drop-down box, or by right-clicking you can use the 'Send to Archive' function from the contextual menu.



Note

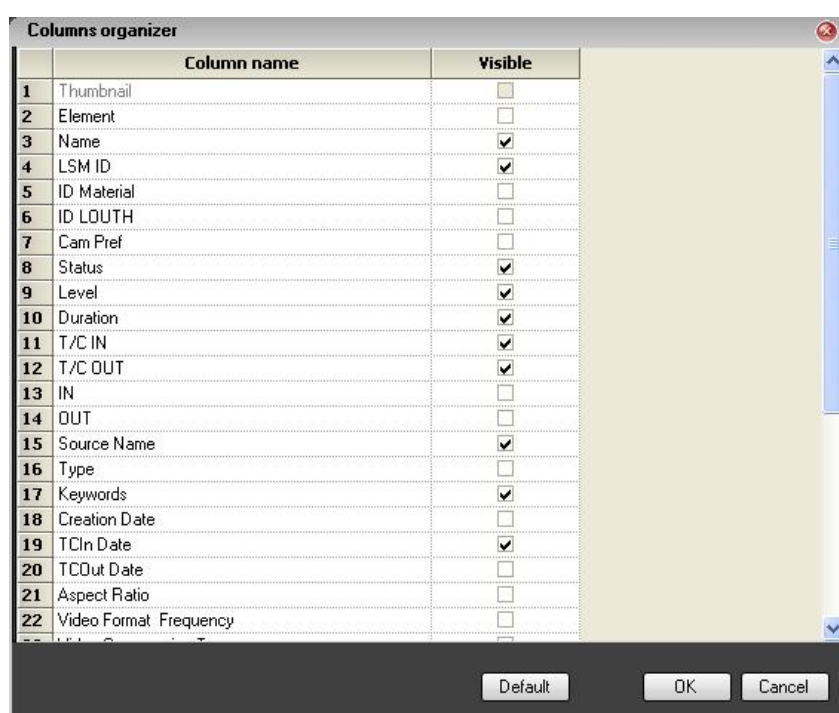
If a monitoring output of the channel selected is connected to the video card of the workstation then by opening the Video display Panel it can be seen on the VGA. If control of the channel is required there must be an RS-422 connection to the XT machine the channel is part of.

3.7 DATABASE EXPLORER TOOLS

This section provides a description of some tools used to define how the Database Explorer window is set up, is used or how it looks like. It covers the following tools:

3.7.1 COLUMN ORGANIZER

The Column Organizer window, available from the Tools > Organize menu, makes it possible to specify which columns should be displayed on the result list.



The Column Organizer window shows all possible column headings for the selected type of element of the tree structure. The column headers can be selected depending on the requirements of the user. If the column must be visible in the result list of the Database Explorer, simply select the corresponding check box in the Visible column.

By default, the order of the columns can be determined by dragging & dropping techniques in the list.

3.7.2 LIMIT RESULT COUNT

When enabled, the Limit Result Count option, available from the Tools > Limit Result Count, will limit the results of any search to the number of elements defined in the IP Director configuration tab of the console management application (1000 elements by default). Refer to the Technical Reference Manual for more information.

3.7.3 INSERT MODE

The Insert Mode makes it possible to specify where the newly created clips will be displayed in the open Database Explorer window.

Option	Description
First	All new clips will be inserted at the top of a list
Last	All new clips will be inserted at the bottom of a list (this is the default).
First Display	All new clips will be inserted at the top of the visible part of a list
Sorted	All new clips will be inserted at its sorted position in a list

3.7.4 REFRESH OPTIONS

REFRESH DISPLAY



This option refreshes the Database Explorer display when necessary, for example when new clips are automatically inserted in a bin they are not automatically displayed, pressing refresh will update the bin

AUTOMATIC REFRESH DISPLAY



When a large amount of data is present in the system the Automatic refresh of all associations can slow down the operation of the system, to only refresh the system on demand, disable this option

3.7.5 STATUS AREA

The Status Area contains four zones. These are described below.

ELEMENT NUMBER ZONE



The first zone from the left of the Status bar shows in green how many elements are included in the result list of the Database Explorer.

NEXT CLIP ZONE



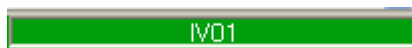
The second zone from the left of the Status bar shows in green the next clip to be played if the Auto-Chain mode is being used. It has an orange background if the Auto-Chain mode is not used.

AUTO-REFRESH ZONE



The third zone from the left of the Status bar displays the indication 'Auto-Refresh ON' if the Auto-Refresh option has been activated in the menu bar. Otherwise, it has an orange background.

ASSOCIATED CHANNEL ZONE



The fourth zone from the left of the Status bar shows in green the associated Player channel if a Player channel is associated. Otherwise, it has an orange background. For more information on how to assign a Player channel, refer to section 3.7.6 'How to Assign a Player Channel to the Database Explorer', on page 114.

3.7.6 HOW TO ASSIGN A PLAYER CHANNEL TO THE DATABASE EXPLORER

To assign a player channel to the Database Explorer, proceed as follows:

1. Open the Channel Explorer and the Database Explorer applications.
2. In the Channel Explorer, select the player channel to assign to the Database Explorer.
3. Drag and drop the selected player channel to the bottom right field in the Status bar of the Database Explorer.

The player channel is displayed in this field. All actions requesting an association to a player channel, for example the Browse, Play and Auto-Chain functions, will be performed in the assigned player.

3.7.7 HOW TO CREATE THUMBNAILS IN DATABASE EXPLORER

To create a thumbnail a video display window must be associated to the Database Explorer window.

To establish the association, the Player Channel displayed in the Video Display needs to be assigned to the Database Explorer as explained in section 3.7.6 'How to Assign a Player Channel to the Database Explorer', on page 114.

When the clip is loaded on the Video Display, you can press the Photo button or use shift + P from the keyboard to add the thumbnail to the loaded clip.



Note

For IP Director to create a thumbnail in this way, the output of the selected channel must be connected to an input of the workstation's video board and the picture displayed in a video display window on the VGA



Note

Thumbnails can be created automatically when there is an X-File designated within the thumbnails configuration in the Management Console application of IP Director. Please see the Technical Reference manual for further details

3.8 DATABASE EXPLORER SHORTCUTS

In the IP Director main window, the menu **Tools > Define Shortcuts** in the menu bar allows the users to define shortcuts for most of the common operations with the IP Director.

Shown in the screenshots below are all items that are available in the Database Explorer with shortcuts, the default values are shown. These can be modified and saved by the system user if desired.

The greyed-out shortcuts are defined as Channel Management shortcuts and available in the Database Explorer. For more information, refer to the **Shortcut** section.

Description	Current Value
Hide/Display explore	Shift-E
Open filter toolbar	Ctrl-F
Close filter toolbar	Ctrl-Q
Open or activate Text Search filter	Shift-Ctrl-F
Open or activate Timecode filter	Shift-Ctrl-T
Open or activate Creation Date filter	Shift-Ctrl-D
Open or activate Status filter	Shift-Ctrl-U
Open or activate Interest Level filter	Shift-Ctrl-L
Open or activate Type (Fill & Key) filter	Shift-Ctrl-Y
Open or activate Keywords filter	Shift-Ctrl-K
Open or activate Owner filter	Shift-Ctrl-O
View - Simple list	Ctrl-H
View - With Thumbnail	Ctrl-J
View - Fill & Key	Ctrl-Y
View - thumbnails only	Ctrl-E
Description	Current Value
View - thumbnails only	Ctrl-E
Edit element	Ctrl-Return
Activate/Deactivate BROWSE mode	Ctrl-W
Activate/Deactivate PLAY mode	Shift-W
Activate/Deactivate AUTO CHAIN mode	Shift-Ctrl-W
Grab thumbnail	Shift-P
Select associated clip column	C
Select recorder or Protect Media	M
PLAY	P
Var play	Ctrl-P
Fast Forward (FF)	F
Fast Reverse (FR)	W
E/E	L
Return	X
Snap to LIVE	Q

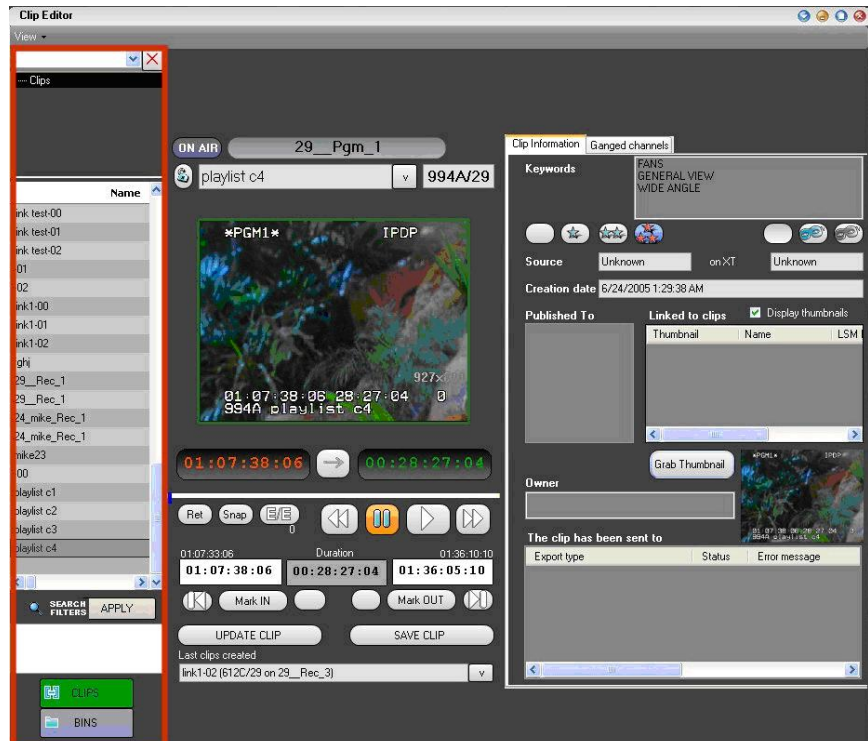
4. Mini Database Explorer

4.1 INTRODUCTION

The Mini Database Explorer is an integrated part of the Clip Editor and the Play-List Editor applications used to easily browse the database content and then use the selected material in either of the applications without the requirement to have a full Database Explorer Panel open. It can show all Clips, Bins and play-lists that are contained in the database.

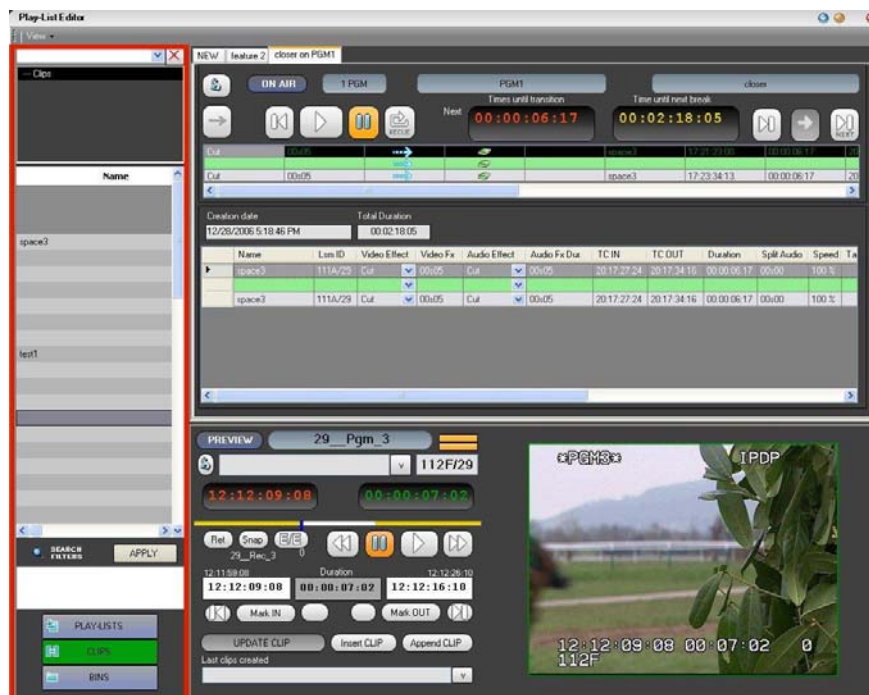
4.1.1 CLIP EDITOR

In the Clip Editor, the Mini Database Explorer is linked at the left of the Control Panel as shown by the red border in the screenshot below.



4.1.2 PLAY-LIST EDITOR

In the Play-List Editor, the Mini Database Explorer is also linked at the left of the Control Panel as shown by the red border in the screenshot below.



The difference between the 2 panels shown above is the addition of the ability to select a play-list based explorer when the panel is included in the Play-list editor application.

4.1.3 SECTIONS OF MINI DATABASE EXPLORER

A Mini Database Explorer panel has four sections:

<p>The screenshot shows the Mini Database Explorer interface. The 'Tree View' (top) shows a hierarchy: Clips > 01_XT1 > Page 1 > Bank 1, Bank 2, Bank 3, Bank 4. The 'Element List' (middle) shows a list of items: imovix reve, ISO 11, ISO 12, Item 1-01, Item 1-02, jal1, just in, kjhgfd, marc, marc, Martijn-01, Martijn-02, mcl clip, MDA, MDA, mourad, odw, paul7, PM_DEMO OL-00, PM_DEMO OL-01. The 'Search Filters' (bottom left) shows checkboxes for 'today', 'corner', and 'Goal Search'. The 'Display Options' (bottom right) shows buttons for 'PLAY-LISTS', 'CLIPS', and 'BINS'.</p>	<p>The Tree View:</p> <p>This shows the relevant tree as selected in the display options panel at the base of the Mini Database Explorer. The tree view can contain a tree for the XT clips, bins, or play-list structure.</p> <p>A setting in the Tools menu chooses the view displayed of the XT structure when 'Clips' is selected. For more information see the section</p> <p>The Element List:</p> <p>This area shows the clips, bins or play-lists contained in the selection made in the Tree View above it. For Example if Page 5 is selected in the tree view, all clips in Page 5 will be displayed in the Element list.</p> <p>The panel area can be extended using normal windows techniques to display more columns and data related to the clips and the columns can also be organised in the same way as a full Database Explorer panel.</p> <p>The Search Filters:</p> <p>This area shows the search filters that have been predefined and saved. These can be selected and applied from this area. The results will be displayed in the objects list above.</p> <p>The Display Options:</p> <p>This allows a choice of what is displayed in the Tree View of the Mini Database Explorer panel.</p> <p>In the Clip Editor panel the choice will display clips and bins.</p> <p>In the Play-List Editor panel the choice will be play-lists, clips and bins.</p>
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4.2 CLIPS MODE



When the Clips icon is selected in the Display Options area, the Clips Tree View displays the XT structure in the workgroup controlled by the IPD Director.



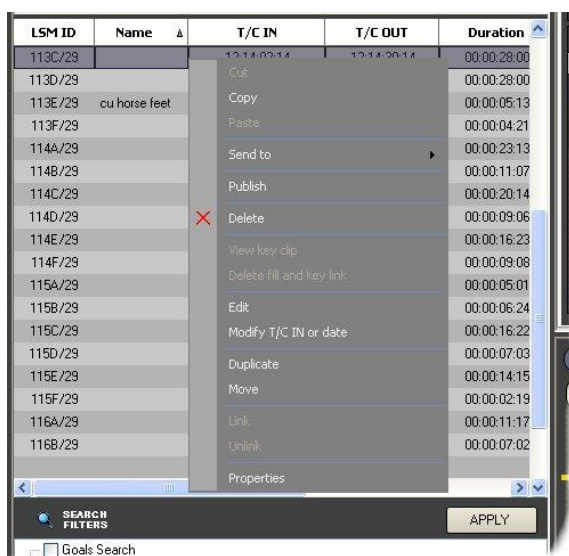
Each XT machine can be searched by filtering down in the tree from network number -> page -> bank. The results are displayed in the Objects List.



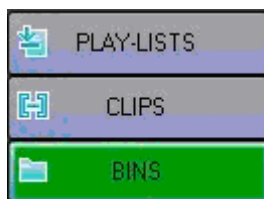
Note

The XT structure displayed depends on the setting of the View XT Structure option in the Settings menu. See also the “Main IP Director Window” chapter, “Tools menu” section, “Settings” subsection in Part 1 of this user manual.

The Element List View shown for clips within the Mini Database Explorer has the functionality and contextual menu of a Full Database Explorer panel. For more information on the contextual menu options available see the Database Explorer chapter.



4.3 BINS MODE



When the Bins icon is selected in the Display Options area, the Tree View displays the bin tree structure. From this tree view, a bin or bin directory can be selected to display its contents in the Objects List area.



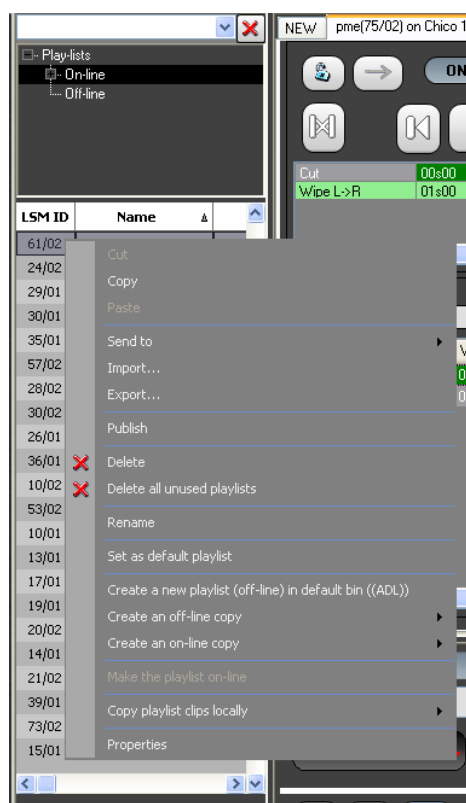
Double-clicking a bin or a bin directory in the Element List area will open a separate Database Explorer window which displays the contents of the selected bin or bin directory.

Right-clicking a bin or bin directory in the Element List area will open the following contextual menu:



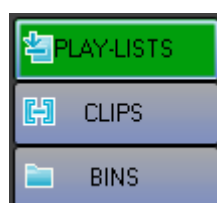
The selections available here are the same as for a full Database Explorer window.

Right-clicking a clip or a play-list from the Element list view will open the following contextual menu.



The selections available in this contextual menu depend on whether a clip or play-list is selected. However, they are the same as for a full Database Explorer panel.

4.4 PLAY-LISTS MODE

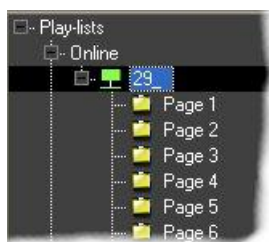


This mode is only available in the Play-List Editor.

This Play-List Tree View is divided in two categories under the Play-Lists root: Online play-lists and Offline play-lists. For more information on online and offline play-lists, refer to the “Play-List Editor”, “The Explorer” section, “On-line and Off-line Play-Lists” subsection in Part 3 of this user manual.



4.4.1 ON-LINE PLAY-LISTS



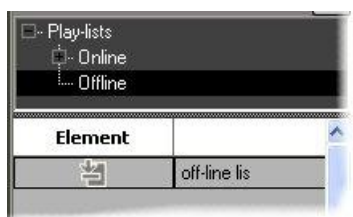
The Online Play-List tree displays the XT structure to enable a play-list that has on-line status, and is therefore present on the XNet network with a play-list number and location, to be selected.



Note

The XT structure displayed depends on the setting of the View XT Structure option in the Settings menu. Please see also the “Main IP Director Window” chapter, “Tools menu” section, “Settings” subsection in Part 1 of this user manual.

4.4.2 OFF-LINE PLAY-LISTS



The Offline Play-List tree displays the play-lists saved in the database of the IP Director workgroup but NOT on-line on a XT. The play-lists are all displayed in the Element List area of the Mini Database Explorer.

4.5 SEARCH FILTERS

4.5.1 INTRODUCTION



The Search Filters area allows search filters to be applied to the selections made in the Database Explorer. Searches can be defined and then stored ready for use to make finding and recall

of elements easier and quicker.

Each type of view has its own set of search filters, so when a different view is selected the available search filters for each will change.

Full search criteria as shown below only apply when a search for clips is being made. The search criteria for bins and play-lists only contain a free text search.

4.5.2 SHOW/HIDE SEARCH FILTERS

This area of the Mini Database Explorer can be hidden by deselecting the Filters checkbox on the View menu at the top of the Clip Editor or the Play-List Editor. If this area is hidden, the Element List grows and takes its place.

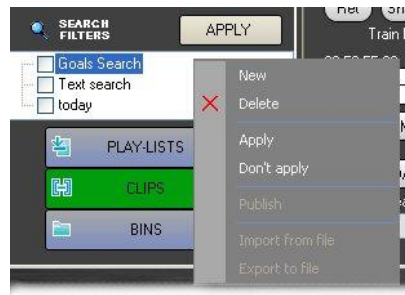


4.5.3 HOW TO CREATE AND STORE A SEARCH FILTER

To create a search filter, proceed as follows:

1. In the Mini Database Explorer, right-click the Search Filters area.

The contextual menu opens:



2. Select New from the contextual menu.

The New Search Filter window is displayed to allow the selection of the filter's criteria.



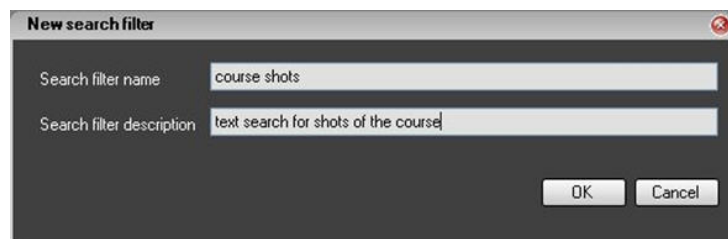
3. Select the icon corresponding to the search criteria you want to add.

Each icon selected will add a line to the window to enable the search criteria to be specified.

For more information on the operation of each individual filter, refer to the section 3.6.4 "Search Options", on page 100 in the Database Explorer chapter.

4. Click the **Apply** icon to store the search criteria selected.

The Search Filter Name window opens:



5. Enter a name and a description into the Search Filter Name window.

The Search filter is now defined. It is applied to the Element List only if the APPLY button is selected.

4.5.4 HOW TO APPLY A SEARCH IN THE MINI DATABASE EXPLORER

The display area for the Search Filters shows the list of search filters that have been created.



To apply the required searches, check the box next to the filter to be applied and select APPLY button.

The button will be coloured green when a search has been applied and the results will be displayed in the Objects List area.

The button stays green if the list shown in the Element List area corresponds to the selected search filters.

This button changes to red if the list shown in the Element List area doesn't correspond to the selected search filters. This occurs if the Search Filter selection is changed and not applied.

4.6 MINI DATABASE EXPLORER SHORTCUTS

In the IP Director main window, the menu Tools > Define Shortcuts in the menu bar allows the users to define shortcuts for most of the common operations with the IP Director.

Shown in the screenshots below are all items that are available in the Mini Database Explorer with shortcuts, the default values are shown. These can be modified and saved by the system user if desired.

Description	Current Value
Hide/Display filter	Ctrl-F
Select text search filter	Shift-Ctrl-F
Select Clips plugin	Shift-Ctrl-C
Select Play-Lists plugin	Shift-Ctrl-P
Select Bins plugin	Shift-Ctrl-B

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 - log sheet recorders · 6
 - log sheet user fields · 7
 - logging profile · 3
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 - logging profile · 17
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